



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**LABOR ADVISORY NO. 11**  
Series of 2020

*Joan*  
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**SUPPLEMENTAL GUIDELINES RELATIVE TO REMEDIAL MEASURES IN VIEW OF  
THE ONGOING OUTBREAK OF CORONAVIRUS DISEASE 2019 (COVID-19)**

In view of the COVID-19 pandemic as declared by the World Health Organization thereby raising the Code Alert System to Code Red Sub-level 2, and pursuant to the directive of President Rodrigo Roa Duterte, the following guidelines are hereby issued to help ensure containment of COVID-19 transmission through adoption of flexible work arrangements and observance of strict social distancing measures, i.e. at least one (1) meter radius between and among workers:

1. As better alternatives to outright termination of the services of the employees or the total closure of the establishments, flexible work arrangements referred to under Labor Advisory No. 09, Series of 2020, including, but not limited to, other work arrangements, such as telecommuting, work from home, reduction of workdays/hours, rotation of workers and forced leaves, are hereby reiterated and highly encouraged in establishments that continue to operate.
2. All manufacturing, retail and service establishments are advised to remain in operation during the community quarantine period, provided that social distancing and other safety and health measures are strictly observed.
3. The leaves of absence during the community quarantine period shall be charged against the workers' existing leave credits, if any. Remaining unpaid leaves during said period may be covered and be subject to the conditions provided in the DOLE's proposed COVID-19 Adjustment Measures Program.
4. Residents of nearby cities and/or municipalities outside the National Capital Region who work in Metro Manila shall be allowed to report for work provided that they present proof of employment and residency in checkpoints such as:
  - a. Identification card (ID) containing the company address/place of work and employee's place of residence; or

- b. Certification of employment issued by the company which shall state the place of work.

The same shall apply to residents in Metro Manila who work in nearby cities and/or municipalities outside the National Capital Region.

5. Self-employed workers shall be allowed to travel to and from the NCR. *Provided*, that proof of business or economic activity must be presented at border checkpoints.
6. Those delivering goods such as food, raw materials, etc. should have access in Metro Manila, provided that they present proof of delivery receipt stating the address of the establishment to receive the goods.
7. All healthcare facilities shall be fully operational and their employees shall be allowed to move from Metro Manila to other regions and vice versa.
8. The Department of Labor and Employment, through the Regional Offices, shall strictly enforce the implementation of this Labor Advisory.

Be guided accordingly.

14 March 2020

  
SILVESTRE H. BELLO III  
Secretary

Dept. of Labor & Employment  
Office of the Secretary



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