



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



Certificate Number: AJA15-0048

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DOLE-RS 29 JUL '19 15:13

DEPARTMENT CIRCULAR NO. 01
Series of 2019

Guidelines on the Issuance of DOLE Certification as a Requirement for Application for Payment of Unemployment Insurance or Involuntary Separation Benefit

I - Purpose

This Circular is promulgated to set the guidelines on the issuance of DOLE certification as a requirement for application for payment of unemployment insurance or involuntary separation benefit in relation to SSS Circular No. 2009-011 (*Guidelines on the Payment of Unemployment Insurance or Involuntary Separation Benefit*), and pursuant to Section 14-B of Republic Act No. 11199 otherwise known as the *Social Security Act of 2018*.

II – Mandatory Application for DOLE Certification

All employees including Kasambahay and Overseas Filipino Workers (OFWs) who are covered for the grant of unemployment insurance or involuntary separation benefit shall apply for DOLE certification of involuntary separation as contemplated under SSS Circular No 2009-011.

IV – Venue of Filing of Application for DOLE Certification

Employees who are involuntarily separated may file their application for DOLE certification at the DOLE Field or Provincial Office where their company or employer is located or where the employees reside.

In the case of OFWs, they may file their application at the Philippine Overseas Labor Office (POLO) where their employer operates or at the DOLE Field or Provincial Office where the OFWs reside.

V – Requirements for Processing of Application for DOLE Certification

Applicants shall be required to bring at least one (1) valid I.D. and a copy of the Notice of Termination issued by the employer. In the absence of Notice of Termination, an applicant may submit a duly notarized Affidavit of Termination of Employment to DOLE Field or Provincial Office, or Philippine Overseas Labor Office, as the case may be.

VI – Verification of Application and Issuance of Certification

Within one (1) day upon receipt and verification of application with complete documentary requirements, the DOLE Field or Provincial Office or Philippine Overseas Labor Office shall issue the certification.

VII – Monitoring and Evaluation

DOLE Regional Offices or Philippine Overseas Labor Office, as the case may be, shall monitor the application and issuance of certification and shall submit reports regularly on or before the 5th working day of the month to the Bureau of Local Employment.

VIII - Effectivity

This Circular shall take effect upon the effectivity of SSS Circular No. 2009-011.

Manila, Philippines, 29 July 2019.


SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary



032385

_____, S.S.
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AFFIDAVIT OF TERMINATION OF EMPLOYMENT

I, _____, Filipino, of legal age, single/married, with residence/postal address at _____, after having been sworn in accordance with law, hereby depose and state that:

1. I am a *bona fide* member of the Social Security System (SSS) with assigned SSS Number _____;
2. I was an employee of _____ with office address at _____ from _____ to _____;
3. I was terminated from employment effective _____ due to _____;
4. I cannot secure a Notice of Termination from my employer; and
5. I am executing this affidavit to attest to the truth and veracity of the foregoing statements and to support my application for unemployment insurance or involuntary separation benefit.

IN WITNESS WHEREOF, I hereby set my hand and affix my signature this _____ at _____, Philippines.

AFFIANT
(Signature over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ at _____
Affiant exhibiting to me his/her valid government ID _____ issued on _____ at _____ and valid until _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20 _____;

Letterhead of Issuing Office

CERTIFICATION

This is to certify that Mr./Ms. _____,
an employee of _____,
with office address at _____,
was separated from employment involuntarily effective _____
due to _____.

This certification is being issued as a requirement for the application of
unemployment insurance or involuntary separation benefit.

Manila, Philippines. _____ 2019.

Director/Head/Labor Attaché
Provincial/Field Office/POLO

NCR-MFO-2019-07-30-01

(RO - FO/PO - YEAR - MONTH - DATE - NUMBER OF CERTIFICATION for Regional Office)

or

_____-2019-07-30-01

(POST - MONTH - DATE - NUMBER OF CERTIFICATION for POLO)

NOT FOR SALE