



MINISTRY ORDER NO. 0076
Series of 2023

2023 UPDATED MOLE-COMMUNITY EMERGENCY EMPLOYMENT PROGRAM (MOLE-CEEP) IMPLEMENTING GUIDELINES

I. INTRODUCTION/RATIONALE

The main objective of this program is to provide immediate relief interventions to the affected and displaced workers in the informal sectors due to natural and man-made calamities by providing a temporary employment opportunity within their community to mitigate the impact of such calamities. The beneficiaries also include underemployed, self-employed and occupational workers.

It is necessary to always have contingency plans in times of crisis such as calamities may it be natural or man-made like armed conflicts, economic crisis and seasonality of work. On the National level, the Department of Labor and Employment is implementing its regular program, the Tulong Panghanapbuhay Para sa Mga Disadvantaged /Displaced Workers (TUPAD) under the DOLE Integrated Livelihood Emergency Employment Program (DILEEP), to help fight the unemployment in the community through providing income to disadvantaged poor in the country.

Unfortunately, the BARMM areas are not covered in the implementation of the above-mentioned Program. It is for this reason that the Ministry of Labor and Employment (MOLE) Management thought of coming up with a Special Program to address the concern of the less fortunate and those living in the most depressed areas in the region.

Pursuant to the Bangsamoro Administrative Code, the MOLE is mandated to be the primary policymaking, programming, coordinating and administrative entity of the Bangsamoro Government in the field of Labor and Employment. Thus, this ministry would like to adopt the TUPAD Program as part of the implementation of this mandate.

The implementation of the proposed TUPAD Program however is revised to align with MOLE's similar projects and programs taking into account selection criteria of workers, hygiene-related activities, procurement and distribution of Personal Protective Equipments (PPEs) whichever is applicable.

II. PROGRAM DESCRIPTION

The concept of the MOLE-CEEP is patterned with the TUPAD of the Department of Labor and Employment (DOLE).

The MOLE-CEEP is a safety net program that provides temporary wage employment to the workers in the informal sector particularly the unpaid family workers and self-employed workers with elementary occupations who were displaced or whose earnings were affected due to the COVID-19 pandemic and other similar calamities i.e., man-made and natural calamities.



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III. PROGRAM OBJECTIVES

The MOLE-CEEP aims to mitigate the economic impact caused by natural calamities (i.e. pandemic, typhoon) and man-made calamities like armed conflicts, economic crisis and seasonality of work.

IV. COVERAGE AND PERIOD

The CEEP shall cover the workers in the informal sectors particularly the underemployed, displaced workers and self-employed workers who have lost their job and income due to pandemic and man-made calamity.

The Program shall cover the hardly affected workers in the Bangsamoro Autonomous Region.

V. PROGRAM ASSISTANCE

The following services and assistance shall be provided to eligible beneficiaries:

1. **Pre-Implementation Phase.** Services to be provided prior to the engagement in CEEP project:
 - a. Orientation on safety and health which shall be thru dissemination of brochures or Audio-Visual Presentation to be provided by MOLE.
 - b. Orientation on financial literacy which shall be thru dissemination of brochures or Audio-Visual Presentation to be provided by MOLE.
 - c. Each beneficiary shall provide his/her own tools as his/her counterpart like brooms, dustpans, knap sacks prayers, shovels, rakes, saws, hammers, mason equipment and carrier trash bins depending on the nature of work.
 - d. Also, the MOLE will provide T-Shirt and face masks for each beneficiary as protective measures. The printed T-Shirt will have the logo of MOLE.
 - e. MOLE-CEEP ID to be provided by MOLE.
 - f. The notarization fee of the service/job contract shall be shouldered by the beneficiaries.
2. **Implementation Phase**
 - a. Beneficiary workers shall be paid based on the prevailing minimum wage in the BARMM area where they are assigned upon completion of the Work Program, subject to submission of Daily Time Record (DTR) duly signed by the concerned MOLE Field Office (FO) head.
 - b. Payment of wages should be thru cash out/payout, the same should be directly claimed by the beneficiaries upon presentation of the CEEP ID and valid ID. If, for a valid reason, the beneficiary-workers will not be able to personally claim their wages, a Special Power of Attorney (SPA) and a photocopy of the CEEP ID and valid ID of the beneficiary should be presented by the representative claimant. The representative claimant who must be an immediate family member should also present a valid Government issued IDs such as Postal, Voter's ID etc.
 - c. The nature of work under the CEEP Project shall include the following:
 - i. Social and Economic Community Projects, such as:



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- a) Repair, maintenance, and/or improvement of common public facilities and infrastructure i.e., farm-to-market roads, bridges, post-harvest facilities, public markets, and common service facilities; and
- b) Disinfection/sanitation of community, or other public facilities.
- ii. Agro-forestry Community Projects, such as tree planting, seedling preparation, group re-forestation and community gardening in public facilities.
- d. Each beneficiary or group of beneficiaries will be assigned to perform the assigned Program of Works in the designated areas within their municipality or barangay. Their activities will be properly documented such that their assigned areas will be taken documentary pictures before, during and after the completion of the work.
- e. At least 20% of the beneficiaries are women informal/displaced workers of their respective areas.
- f. Each group may be composed of 10-15 persons to perform specific tasks or works depending on the nature of work. MOLE shall select a leader from the group who will lead and help the MOLE in monitoring the group's/team's accomplishment in their given tasks or work program. The leader shall act as coordinator with the MOLE.
- g. The MOLE shall assign from its staff or the group leader to supervise and coordinate execution of the Project to be implemented in the municipality and/or barangays.
- h. The period or duration of the work under the CEEP shall be limited to fifteen (15) days but not less than ten (10) days for four (4) hours a day only to reduce the possible risk of exposure of beneficiaries to Covid-19.

3. Post-Implementation Phase.

Liquidation of fund assistance released and submission of necessary reports and supporting documents shall be undertaken within thirty (30) days upon completion of the project.

VI. PROGRAM IMPLEMENTATION

1. General Procedural Guidelines

a. Eligibility Requirements

- i. The following are eligible to avail of assistance under the CEEP Project:
 - a) Workers in the informal sector particularly the self-employed including those with elementary occupations and the unpaid family workers; and
 - b) Senior citizens who are not beyond 75 years of age provided that they are fit to work. As part of precautionary measure, a certificate of fitness to work issued by the local health unit will be required to be presented prior to engagement of work.

b. Documentary Requirements

The following are the requirements for availment of the program:

- i. Pre-Implementation Phase
 - a) CEEP Beneficiary Individual Profile or Data Information Sheet;
 - b) 2 pieces latest 2X2 pictures with name tag;
 - c) Barangay Certificate or CEDULA;
 - d) Photocopy of live birth certificate (if available);
 - e) Any valid ID (Except Barangay ID); and



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- f) Contract of Service between MOLE and CEEP workers.
- ii. During/Post-Implementation
- Daily Time Record duly signed by authorized official of MOLE FO; and
 - Photos or pictures taken before, during and after work for documentation.
- c. **Implementing Procedures**
- The following are the procedures/steps to be undertaken by the MOLE FO in implementing the CEEP program:
- Identify the target areas and its beneficiaries;
 - Identify a Work Program of each group/cluster;
 - Undertake the profiling of beneficiaries using the CEEP Beneficiary Individual Profile or Data Information Sheet.
 - Require the beneficiaries to submit the documentary requirements. The beneficiary shall also submit his/her valid ID to include but not limited to Postal, School, Voter's ID etc.
 - Furnish the workers with Contract of Service for their signatures; and
 - Send and endorse the applications/profiles of the beneficiaries to the Office of the Minister through Bureau of Employment Promotion and Welfare (BEPW) for validation.
- d. **Modes of Implementation of the Program**
- The CEEP Program shall be implemented by the MOLE Regional Office and its field offices through Direct Implementation Mode.
- Under the Direct Implementation Mode, the implementation and monitoring of the program shall be done by the MOLE Regional Office (RO) in coordination MOLE FOs. Likewise, the MOLE FO shall review the list of beneficiaries as to completeness and compliance with the prescribed format. If there are lacking information/requirements, the FO shall immediately notify and return the application to the beneficiary for completion and/or appropriate action.
- Once the requirements are completed, the MOLE FO shall properly endorse the application to the BEPW for validation and subsequently endorse it to the office of the Minister for approval.
- The service/job contract between MOLE represented by its Minister and CEEP beneficiaries/workers shall be prepared by the BEPW to formalize their employment as basis for the payment of wages.
- e. **Area of implementation**
- The CEEP shall cover the 6 provinces of BARMM including Lamitan City, Marawi City and Cotabato City as well as the 63 Barangays of the Special Geographic Area of North Cotabato.
 - Three (3) poorest adjacent/contiguous municipalities per province shall be targeted. Any additional municipality may be considered to extend the coverage of CEEP, if necessary.



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- iii. Poorest barangays within the target municipality.
- iv. The beneficiaries or workers shall be grouped into 10-15 workers in each target barangay/area depending on the nature of work and complexity of jobs.
- v. Areas with decommissioned MILF and MNLF combatants shall be prioritized.

VII. EXCLUSION

The following are excluded from the CEEP:

1. Government employees (including Job Order personnel); and
2. Beneficiaries of the following regional or national programs:
 - a. Small Business Wage Subsidy (SBWS) Programs;
 - b. Social Security System's (SSS) Unemployment Benefit;
 - c. Expanded and Enhanced Pantawid Pamilyang Pilipino Program;
 - d. Assistance to Individuals in Crisis Situation;
 - e. Cash Assistance for Rice Farmers; and
 - f. other MOLE Programs.

VIII. DENIAL OF APPLICATION

An Application may be denied by MOLE RO upon determination of any of the following grounds:

1. Ineligibility of the applicant;
2. Misrepresentation of facts in the application;
3. Submission of falsified or tampered document; or
4. Applicant has family member in the current CEEP. Only one member of the family shall be qualified in the CEEP.

IX. MONITORING AND EVALUATION

Monitoring. To ensure that program objectives are met and beneficiaries are assisted, the concerned MOLE Offices (i.e., Regional and Field Office) shall prepare and submit necessary monitoring reports (i.e., updated list of affected workers, approved program implementation issues encountered) to the MOLE RO.

All reports shall be consolidated and evaluated by BEPW and shall be submitted to the Office of the Minister.

Evaluation. An evaluation of the program implementation shall be conducted sixty (60) days after its commencement to determine the soundness of the policies and effectiveness of the program. Regular meetings shall be conducted to discuss and resolve issues and problems arising from the program implementation as the need arises.



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X. BUDGET REQUIREMENTS

Budget requirement for this program shall be computed based on the existing Minimum Daily Wage issued by the Bangsamoro Tripartite Wages and Productivity Board (BTWPB). Administrative cost, monitoring and supervision, and other supplies and materials shall also be considered in addition to labor and wages of beneficiaries.

XI. REPEALING CLAUSE

All prior orders and issuances which are inconsistent with this Order are hereby repealed and/or modified accordingly.

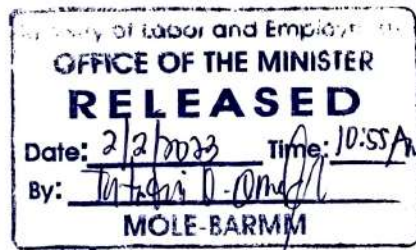
XII. SEPARABILITY CLAUSE

If any provision or part of this Order is held invalid or unconstitutional, the remaining provisions not affected thereof shall remain valid and effective.

XIII. EFFECTIVITY CLAUSE

These guidelines shall take effect immediately.

Issued in Cotabato City, BARMM, Philippines this 2nd day of February 2023.




MUSLIMIN G. SEMA
Minister

