



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



DEPARTMENT ORDER NO. 214
Series of 2020

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**GUIDELINES ON PROCESSES AND PROCEEDINGS
BEFORE THE OFFICE OF THE SECRETARY OF LABOR AND EMPLOYMENT,
BUREAUS AND REGIONAL OFFICES IN AREAS
UNDER COMMUNITY QUARANTINE**

In the interest of the service and in view of the COVID-19 pandemic, this Guidelines shall be observed in all processes and proceedings before the Office of the Secretary of Labor and Employment, Bureaus and Regional Offices in areas under community quarantine.

Section 1. Prescriptive periods. – The interruption of the prescriptive periods for the commencement of actions, claims, petitions, complaints, processes, and other proceedings before the Office of the Secretary, Bureaus and Regional Offices, is hereby lifted in all areas under community quarantine, except in areas including the locality of residence of the complainant or petitioner and/or venue of the filing of the actions, claims, petitions and complaints, that are still placed under Enhanced Community Quarantine (ECQ), Modified ECQ (MECQ), or hard/total lockdown. The prescriptive periods in areas under ECQ, MECQ, or hard/total lockdown shall begin to run again when the ECQ, MECQ, or hard/total lockdown is lifted. In the event that an area reverted to the status of ECQ or MECQ, the prescriptive periods therein shall automatically be interrupted reckoned from the date of declaration, and shall begin to run again when the ECQ, MECQ, or hard/total lockdown is lifted.

Section 2. Modes of Filing. – Petitions, complaints, claims, applications for registration and permits or renewal thereof shall be filed, as far as practicable, through the use of courier services, postal services, regional website, electronic mail and other digital platforms, whatever may be applicable. However, in the event that petitions, complaints, claims, registrations and permits or renewal thereof are personally filed, the concerned office shall accept the documents for appropriate action subject to observance of the minimum health standards and protocols.

Section 3. Application for Registration under D.O. 174-17, Permit to Operate Mechanical Equipment and Certificate of Electrical Wiring Installation; Alien Employment Permit; and Private Employment Agency License. – In areas under various classifications of community quarantine, except those under ECQ, MECQ, or hard/total lockdown, applications for registration under D.O. 174-17, Permit to Operate Mechanical Equipment and Certificate of Electrical Wiring Installation, Alien

Employment Permit, and License to Operate Private Employment Agency shall be acted upon and processed in accordance with the prescribed rules and regulations. Applications for renewal of registration, permit, certificate or license which expired within the period of the community quarantine shall be filed within thirty (30) working days from the expiration thereof except in cases where the registration, permit, certificate or license expires during the period of the ECQ, MECQ, or hard/total lockdown, or the venue of filing or residence of applicant is placed under ECQ, MECQ, or hard/total lockdown, in which cases the thirty (30)-day period to file the applications for renewal shall be reckoned from the lifting of the ECQ, MECQ, or hard/total lockdown.

Section 4. Registration and Reporting Requirements of Labor Organization and Worker's Associations. – In areas under community quarantine, regardless of classification, applications for registration of labor organizations and worker's associations shall be filed through the Online Union Registration System (OURS), whenever applicable. In the event that applications for registration of labor organizations and worker's association are personally filed, the concerned office shall accept the same for appropriate action subject to observance of the minimum health standards and protocols.

Submission of reportorial requirements of labor organizations and worker's associations, as prescribed under Section 1, Rule V of D.O. 40-03, as amended, shall be in accordance with Section 2 hereof.

Section 5. Release of Certificates of Registration, Permits and Licenses. – The concerned Regional Office may release the certificates of registration, permits and licenses mentioned under previous Sections by appointment or through courier or postal services.

Permits to Operate Mechanical Equipment and Certificate of Electrical Wiring Installation may be released through electronic mail and other digital platforms.

Section 6. Petitions for Certification Election, Requests for Sole and Exclusive Bargaining Agent (SEBA) Certification, Inter-Intra Union Cases, Labor Standard Cases, AEP Cases, Child Labor Cases and Single Entry Approach (SEnA). – In areas under various classifications of community quarantine, except those under ECQ, MECQ, or hard/total lockdown, actions of concerned offices on Petitions for Certification Election, Requests for SEBA Certification, Inter-Intra Union Cases, Labor Standard Cases, AEP Cases, Child Labor Cases, and SEnA shall be governed by the following:

- a. **Filing.** – Petitions, pleadings, complaints including requests for assistance, motions and other similar documents shall be filed in accordance with Section 2 hereof.

- b. **Conferences and hearings.** – Conferences and other proceedings shall be conducted through the use of digital platforms, if available to all parties. In case of non-availability of digital platforms, conferences and other proceedings may be conducted through conventional means while observing the prescribed minimum health standards and protocols. In case of a party involving a large number of individuals or group, the individuals shall elect a representative if practicable in order to minimize over-crowding in the conference or other proceedings.
- c. **Conduct of certification election and DOLE-supervised local election.** – Certification election and DOLE-supervised local election shall be conducted through the use of digital platforms as maybe agreed upon by the parties, or through conventional means while observing the prescribed minimum health standards. The minimum health standards shall be incorporated in the election guidelines.
- d. **Decisions, Resolutions and Orders.** – Decisions, resolutions and orders shall be rendered by the concerned offices subject to prescribed minimum health standards and protocols as the case may be.

Section 7. **Conduct of Inspection.** – In areas under community quarantine, the inspection of establishments for enforcement of labor standards, D.O.174-17 registration and other similar instances that require inspection of establishments, shall proceed in accordance with a separate guideline to be issued by the Secretary of Labor and Employment.

Section 8. **Writs of Execution** – Service of writs of execution shall proceed observing the prescribed minimum health standards and protocols.


Section 9. **Proceedings before the Office of the Secretary.** – All proceedings before the Office of the Secretary of Labor and Employment shall be conducted in accordance with the relevant provisions of this Department Order.

Section 10. **Health and Safety Protocols.** – The minimum health standards and protocols prescribed by the Department of Health and the COVID-19 Inter-Agency Task Force shall be strictly observed in all processes and proceedings mentioned herein; Provided that, Regional Offices and Bureaus may, in the interest of their clients and personnel, adopt and implement a more stringent health and safety protocols in their operations.

Section 11. **Repealing Clause.** – All rules and regulations, guidelines and procedures or parts thereof inconsistent with the provisions of this Department Order are hereby repealed or modified accordingly.

Section 12. **Separability Clause.** – In case any provision in this Department Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Section 13. **Effectivity.** – This Department Order takes effect immediately.


SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
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