



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



**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS

**SUBJECT :** Submission of WAIR COVID19 Form

**DATE :** 29 April 2021

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In connection with the monitoring and implementation of Joint Memorandum Circular No. 20-04A or the Supplemental Guidelines on Workplace Prevention and Control of COVID-19, please be informed that beginning 30 April 2021, establishments shall be advised/encouraged to submit the monthly Workplace COVID-19 Prevention and Control Compliance Report (WAIR COVID19 Form) through the DOLE Establishment Report System (<https://reports.dole.gov.ph>).

In case the DOLE Regional Offices receive hard copies of the said report, data shall be reported to the Bureau of Working Conditions every 10<sup>th</sup> day of the month following the reference month using the attached reporting form.

All Regional Offices are likewise directed to post in their respective websites and Facebook pages the herein attached infographics.

For compliance.

  
**SILVESTRE H. BELLO III**  
Secretary