



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
M A N I L A

ADMINISTRATIVE ORDER NO. 222

(Series of 1999)

SUBJECT: GUIDELINES ON THE ISSUANCE OF DOLE CERTIFICATION FOR ESTABLISHMENTS WHICH EMPLOYED PWDS

A. RATIONALE

The provision of tax incentives for employers and donors to government agencies engaged in the rehabilitation of disabled persons and organizations of disabled persons is mandated under Republic Act No. 7277 known as the Magna Carta for Disabled Persons. As stipulated in Section 3 of Revenue Regulations No. 8-93 issued by the Department of Finance – Bureau of Internal Revenue on January 29, 1993 under “Incentives for Employers and Private Entities,” private entities that employ qualified disabled persons either as regular employee, apprentice or learner shall be entitled to an additional deduction from their gross income for the taxable year, in an amount equivalent to 25% of the total amount of paid as salaries/wages to disabled persons, over and above the total allowable ordinary and necessary business deductions for said salaries and wages as provided under Sec. 29 of the National International Revenue Code, as amended, subject to the presentation of the following proofs, among others:

“A certification from DOLE and DOH as to the disability, skills and qualifications of the disabled person/s employed by such private entity”.

B. GENERAL GUIDELINES

Pursuant to Section 3A of Revenue Regulations No. 8-93 issued on January 29, 1993, the following Guidelines on the issuance of DOLE Certification for Establishments which employed PWDs is hereby promulgated.

1. Certification of Employment of PWDs (TI-Form 1)

This form shall serve as proof for establishments employing PWDs and shall be submitted to the Bureau of Internal Revenue (BIR) for availment of tax incentive.

TI-Form 1 contains the following informations:

- 1.1 Name of Establishment
- 1.2 Address
- 1.3 Number of Persons with Disabilities (PWDs) employed
- 1.4 Amount paid representing the total salaries/wages and other benefits received by the PWDs during the year

- 1.5 The date of issuance
- 1.6 Regional Director's Signature

2. Employment Report (TI-Form 2)

At the end of the year, the employer shall submit to the DOLE the following:

2.1 Accomplished Employment Report Form

This shall be completely filled-up by the employer or duly authorized representative. TI – Form 2 contains the following informations:

- 2.1.1 Name, address and telephone number of the establishment;
- 2.1.2 Name of the person who prepared the form (TI-2);
- 2.1.3 Name of PWDs, age, type of disability, address, skills/ qualifications, position, status of employment, period of employment, Tax Identification Number (TIN);
- 2.1.4 Signature of Owner/Manager.

2.2 Payroll or evidence of actual payment of salary/wages and other benefits paid to the PWDs as well as withholding tax if any.

3. The DOLE Regional Director after evaluation of the validity of the documents (TI-Form 2) and payroll or evidence of actual of salary/wages issues a Certification of Employment of PWDs (TI-Form 1) to the employer specifying the number of PWDs employed during the year and total salaries/wages received by all PWDs employed in the establishment.
4. The employer shall submit and file the Certification of Employment of PWDs Form (TI-Form 1) issued by the DOLE for availment of income tax deduction to the BIR.

For strict compliance.

(Sgd) BIENVENIDO E. LAGUESMA
Secretary

September 6, 1999