



Republic of the Philippines
Department of Migrant Workers

Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550

Website: www.dmw.gov.ph | Email: feedback@dmw.gov.ph | Hotlines: 8722 1152, 8722 1155, 8822 1159, 8724 3665



DEPARTMENT CIRCULAR NO. 02

Series of 2026

GUIDELINES ON THE IMPLEMENTATION OF THE ENHANCED LIVELIHOOD PROGRAM FOR OVERSEAS FILIPINO WORKERS REINTEGRATION (ELPOR)

**ARTICLE I
RATIONALE**

The Enhanced Livelihood Program for Overseas Filipino Workers Reintegration ("ELPOR") is a key intervention of the Department of Migrant Workers ("DMW") aimed at supporting returning Overseas Filipino Workers ("OFWs") in their transition to sustainable livelihood and dignified self-employment. Through the provision of livelihood assistance and enterprise development support, the program seeks to strengthen the economic resilience of OFWs and their families and promote positive long-term reintegration outcomes.

Pursuant to Section 17 of Republic Act No. 11641 or the Department of Migrant Workers Act (DMW Act), the DMW is mandated to develop and implement comprehensive full-cycle national reintegration programs for OFWs. In line with this mandate, the ELPOR is recognized as a core reintegration strategy of the Department, with DMW Regional Offices serving as the primary implementing units to ensure accessibility, responsiveness, and alignment with local economic conditions.

The effectiveness of livelihood interventions depend not only on financial assistance but also on the beneficiaries' capacity to manage, sustain, and grow their enterprises. This underscores the need for structured support mechanisms, clear implementation processes, and coordinated roles among implementing offices and support services of key partners to maximize program impact and promote financial independence among OFW beneficiaries and their families.

To institutionalize uniform standards and procedures including digitalization, and to ensure the efficient, transparent, and accountable implementation of the ELPOR across all regions, these Guidelines are hereby issued.

**ARTICLE II
DEFINITION OF TERMS**



For purposes of this Circular, the following terms shall mean:

- (1) **Overseas Filipino Worker (OFW)** – refers to a Filipino who is to be engaged, is engaged, or has been engaged in a remunerated activity in a country of which he or she is not an immigrant, citizen, or permanent resident or is not awaiting naturalization, recognition, or admission, whether land-based or

DEPARTMENT OF MIGRANT WORKERS
Administrative Service
General Services Division

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sea-based regardless of status; excluding a Filipino engaged under a government-recognized exchange visitor program for cultural and education purposes. For purposes of this provision, a person engaged in remunerated activity covers a person who has been contracted for overseas employment but has yet to leave the Philippines, regardless of status, and includes "Overseas Contract Workers". The term "OFW" is synonymous to "Migrant Worker".

- (2) **OFW in distress** – refers to an OFW who, regardless of immigration status, has a medical, psychosocial, or legal problem, or is experiencing abuse or exploitation, such as victims of illegal recruitment and/or trafficking in persons, or whose human rights are being violated, or is in a country in actual or potential war, civil unrest, pandemic or other analogous circumstances and situations, and requires medical treatment, hospitalization, counseling, legal representation, rescue, repatriation, or any other kind of analogous intervention, including the repatriation of human remains.
- (3) **Documented OFW** – refers to one who:
 - a) Possesses a valid Philippine passport and appropriate visa or permit to stay and work in the country of destination;
 - b) Has a contract of employment processed by the DMW or subsequently verified and registered by the Migrant Workers Office (MWO); or
 - c) Has an Overseas Employment Certificate (OEC), OFW Pass, or work permit.
- (4) **Undocumented OFW** – refers to one who:
 - a) Acquired a Philippine passport through fraud or misrepresentation;
 - b) Possesses expired visas or permits to stay;
 - c) Has no travel documents whatsoever;
 - d) Has a valid but inappropriate visa; or
 - e) Is not registered with the DMW, or whose contract of employment or other employment documents were not processed by the DMW nor subsequently verified and registered by the MWO.
- (5) **Solo Parent** – as defined under the Expanded Solo Parents Welfare Act of 2021, refers to the spouse or any family member of an OFW, or the guardian of the child or children of an OFW, provided that the OFW belongs to the low- or semi-skilled worker category and is away from the Philippines for an uninterrupted period of at least twelve (12) months.
- (6) **Senior Citizen** – as defined under the Expanded Senior Citizens Act of 2010, refers to any Filipino citizen who is a resident of the Philippines and is at least sixty (60) years old. Its application under these Guidelines shall apply to returned OFWs.
- (7) **NRCO** – refers to the National Reintegration Center for OFWs.



- (8) **Regional Offices (ROs)** – refers to the Regional Offices of the DMW.
- (9) **ELPOR** – refers to the Enhanced Livelihood Program for OFW Reintegration.
- (10) **ELDAP** – refers to the Expanded Livelihood Development Assistance Program.
- (11) **EBPBH** – refers to the Enhanced Balik Pinay, Balik Hanapbuhay Program.
- (12) **FAS/SBMT** – refers to the Financial Awareness Seminar / Small Business Management Training.
- (13) **WRSD** – refers to the Welfare and Reintegration Services Division of the DMW Regional Office.
- (14) **Reintegration Management System (RMS)** – refers to the official online portal of the DMW for the electronic application, tracking, monitoring, and management of ELPOR.

ARTICLE III PROGRAM DESCRIPTION

The ELPOR is a national reintegration program of the DMW implemented through its Regional Offices to provide livelihood assistance to eligible returned OFWs.

The Program consists of:

- (1) **Expanded Livelihood Development Assistance Program (ELDAP).** The ELDAP provides a one-time livelihood grant in the amount of Fifteen Thousand Pesos (PHP 15,000.00) to qualified returned OFWs who seek to reintegrate into the country, whether land-based or sea-based, regardless of documentation status.

OFWs must avail of the ELDAP within three (3) years from their latest arrival in the Philippines.

Female OFWs shall be considered under the ELDAP only if they do not qualify under the EBPBH.

- (2) **Enhanced Balik Pinay, Balik Hanapbuhay (EBPBH) Program.** The EBPBH Program provides a one-time livelihood grant in the amount of Fifteen Thousand Pesos (PHP 15,000.00) to qualified distressed returned female OFWs who seek to reintegrate into the country.

Eligible beneficiaries include returned female OFWs who are victims of human trafficking, illegal recruitment, investment scams, other fraudulent deployment or employment schemes, or victims of abuse or gender based violence.



OFWs must avail of the EBPBH Program within three (3) years from his/her latest arrival in the Philippines.

- (3) **Kalinga Reintegration Support to EBPBH and qualified ELDAP beneficiaries.** In addition to the one-time livelihood grant for EBPBH beneficiaries, the program includes the facilitation of appropriate psychosocial interventions as part of continuing reintegration support services for distressed returned female OFWs.

Similarly, eligible ELDAP beneficiaries who are, but are not limited to, senior citizens, solo parents, persons with disabilities (PWDs), or who belong to Indigenous Peoples (IP) groups, or are part of the LGBTQIA+ community shall also be provided with appropriate psychosocial services as part of continuing reintegration support services.

ARTICLE IV PROGRAM OBJECTIVES

The Program Objectives are as follows:

- (1) Provide livelihood assistance to eligible OFWs;
- (2) Facilitate relevant training and capacity-building interventions to promote livelihood and enterprise development;
- (3) Promote sustainable income generation and economic self-sufficiency; and
- (4) Foster strategic partnerships with government agencies, private sector entities, civil society institutions, academic institutions, and other relevant stakeholders to leverage psychosocial, technical, financial, and/or market support services for beneficiaries.

ARTICLE V PROGRAM COMPONENTS

- (1) **Livelihood Assistance.** Livelihood assistance shall be provided as business start-up or additional seed capital in the following amounts:

- a) ELDAP – Fifteen Thousand Pesos (PHP 15,000.00)
- b) EBPBH – Fifteen Thousand Pesos (PHP 15,000.00)

The number of beneficiaries shall be determined based on the approved annual budget and work and financial plan. The NRCO shall allocate beneficiary slots to the Regional Offices based on demand and available budget.

- (2) **Skills Training and Business Readiness Requirement.** Beneficiaries shall be required to complete the following mandatory trainings and business readiness activities prior to the release of the livelihood assistance:



- a) FAS/SBMT;
- b) Skills training, entrepreneurship development, or business mentoring/coaching program facilitated by the DMW ROs or partner institutions; and
- c) Preparation and approval of a Business Model Canvas (BMC) relevant to the proposed livelihood, to be approved by the Chief of the WRSD.

ARTICLE VI DOCUMENTARY REQUIREMENTS AND PROCEDURES

(1) **Documentary Requirements.** Applicants shall submit the following through the Reintegration Management System (RMS):

- a) Duly accomplished Forms (attached as Annexes):
 - ELPOR Form A – Application Form
 - ELPOR Form A2 – OFW Statement Form
 - ELPOR Form B – Business Model Canvas
 - ELPOR Form B1 – Listahan ng mga Panimulang Kagamitan at Produkto
 - ELPOR Form C – Commitment Form
- b) Copy of Passport (Bio Page – pages 2 and 3) or Travel Document
- c) Proof of Latest Arrival in the Philippines (any one of the following):
 - Copy of arrival stamp;
 - Copy of boarding pass; or
 - Copy of e-Travel Arrival Registration.
- d) FAS-SBMT Training Certificate
- e) Certificate of completion of relevant skills training, entrepreneurship development, or business mentoring/coaching program.
- f) In cases where the beneficiaries are OFW solo parents, the requirements shall include the documents specified in items A and B above, in addition to a Solo Parent Identification Card issued by the concerned local government unit (LGU) or other authorized agency.

(2) **Mode of Application and Processing**

- a) **Application Submission.** Applicants shall file their applications exclusively through the RMS. Applicants who require assistance in completing or submitting their applications may personally bring their documentary requirements to the nearest DMW RO, where designated personnel shall assist in uploading the documents and facilitating the application through the RMS.



- b) **Evaluation of Application.** Applications shall be evaluated by the ELPOR Focal Person and reviewed by the Chief of the WRSD. Applicants may be required to appear in person for validation, confirmation of training attendance, or completion of documentary requirements, when deemed necessary by the RO.
- c) **Process Cycle Time.** The review, processing, evaluation and approval or disapproval shall not exceed seven (7) working days from receipt of complete documentary requirements.
- d) Approval of qualified applicants under the ELPOR shall be vested in the Regional Director.
- e) Applicants shall be notified of the approval or disapproval of their applications through email, text message, or telephone call. Applicants may likewise check the status of their applications through the RMS.

ARTICLE VII

PROGRAM MANAGEMENT, MONITORING, EVALUATION, AND REPORTING

- (1) **Program Management and Operationalization.** The NRCO shall serve as the Program Manager for the implementation of ELPOR. As such, it shall exercise full policy leadership, institutional oversight, systems governance, technical supervision, and program accountability. Accordingly, the ROs shall be responsible for program implementation, operational execution, and frontline service delivery, consistent with policies, standards, and guidelines.

The NRCO shall formulate and enforce program policies, prescribe eligibility standards and operating procedures, allocate funds, ensure uniform implementation, conduct compliance audits and validation reviews, issue directives and corrective actions, and consolidate performance, financial, and impact reports for management and oversight purposes.

- (2) **Monitoring.** The DMW ROs shall conduct regular output-oriented monitoring of OFW livelihood projects to assess beneficiary compliance, proper utilization of assistance, and program results, in accordance with the standards and monitoring protocols prescribed by the NRCO. The results of the monitoring for each OFW livelihood project shall be systematically recorded and encoded in the RMS or other monitoring system as may be required by the NRCO.

Monitoring activities shall include, but shall not be limited to field validation, review of documentary requirements, post-release tracking, verification of fund and livelihood utilization, preparation of monitoring reports, and the formulation of corrective action, as may be necessary.

The NRCO shall exercise central oversight and quality assurance over regional monitoring activities, and may conduct independent validation, spot audits,



performance reviews, and compliance assessments to ensure integrity, transparency, and effectiveness of program implementation.

- (3) **Reporting and Accountability.** The ROs shall submit timely, complete, and accurate monthly accomplishment reports, financial utilization reports, and compliance reports to the NRCO using prescribed formats and digital platforms compliant with COA guidelines. Such reports shall be generated and/or validated through the RMS to ensure data consistency, accuracy, and ease of consolidation.

The NRCO shall consolidate reports for submission to the DMW Secretary, oversight agencies, and other authorized institutions.

- (4) **Data Management.** The Electronic and Reintegration Services Division (ERSD) shall maintain and administer the centralized electronic database and RMS as the official system of record for all program data.

The ERSD shall ensure data accuracy, integrity, system availability, user access controls, and compliance with applicable data privacy and government information security standards.

All ROs shall encode, update, and maintain program data strictly within the RMS and shall comply with prescribed data standards and reporting requirements. Each RO shall designate an RMS Focal Person for this purpose.

- (5) **Data Privacy and Protection.** All concerned offices and personnel shall ensure the privacy, security, and proper handling of all information, including but not limited to confidential, privileged, personal, and sensitive information accessed or received in connection with the operationalization and implementation of the ELPOR, and shall store, use, process, and dispose of such information in accordance with applicable data privacy laws and regulations.

- (6) **Program Evaluation and Continuous Improvement.** The NRCO shall conduct periodic, evidence-based, and results-oriented program evaluations to assess program effectiveness, operational efficiency, financial integrity, sustainability, beneficiary outcomes, and policy relevance.

The NRCO may engage independent evaluators, partner agencies and/or academic institutions, when necessary, to ensure objectivity, transparency, and technical rigor in evaluation activities.

All ROs shall fully support and cooperate in the conduct of program evaluations. Such support shall include, but not be limited to, timely submission of accurate data and reports, provision of access to records, systems, beneficiaries, and project sites, facilitation of field validation and interviews, designation of focal persons, and implementation of evaluation recommendations and corrective actions, as may be directed by the NRCO.



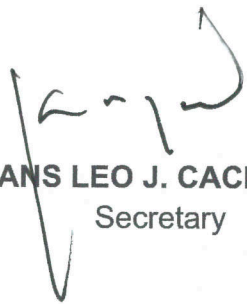
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ARTICLE VIII FUNDS

Program funds for the financial livelihood assistance shall be sourced from the General Appropriations Act and disbursed in accordance with applicable budgeting, accounting, and auditing laws and regulations.

ARTICLE IX EFFECTIVITY

This Department Circular shall take effect immediately and supersedes all previous issuances inconsistent herewith.


HANS LEO J. CACDAC
Secretary

Date: FEB 12 2026



CONTROLLED AND DISSEMINATED

By: DMW General Services Division on February 18, 2026

ANNEX A

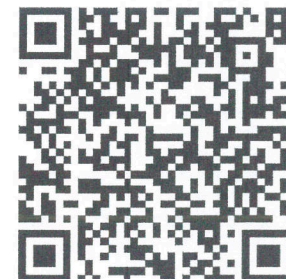
 Republic of the Philippines DEPARTMENT OF MIGRANT WORKERS Regional Office - _____ ENHANCED LIVELIHOOD PROGRAM FOR OFW REINTEGRATION (ELPOR) APPLICATION FORM		DMW - ELPOR - FORM A PICTURE (2X2) ID picture with white background taken within the last 6 months
Program Component ☐ Enhanced Balik Pinay Balik Hanapbuhay Program (EBPBH) ☐ Expanded Livelihood Development Assistance Program (ELDAP)		
Control No. _____		SCHEDULED BY: _____
DATE FILED: _____		
GABAY SA PAGSAGOT: Kumpletuhing sagutan ang lahat ng mga hinihinging impormasyon gamit ang black ball-point pen. Siguraduhin naiintindihan at malinaw ang pagkakasulat.		
I. DATOS TUNGKOL SA OFW		
PANGALAN: _____ (SURNAME/APELYIDO) (NAME/PANGALAN) (MIDDLE NAME) (SUFFIX)		
COMPLETE ADDRESS/ KUMPLETONG TIRAHAN: _____ HOUSE NUMBER STREET BARANGAY		
CITY/MUNICIPALITY PROVINCE		
BIRTHDATE _____ dd mm yyyy EDAD _____ KASARIAN ☐ MALE ☐ FEMALE	CIVIL STATUS ☐ SINGLE ☐ MARRIED ☐ SEPARATED ☐ WIDOWED	OTHER DATA ☐ PERSON WITH DISABILITY ☐ SENIOR CITIZEN ☐ SOLO PARENT ☐ INDIGENOUS PEOPLE ☐ LGBTQIA+
CONTACT INFORMATION Cellphone Number 1 : _____ Cellphone Number 2 : _____ Email Address/Active FB Account/Messenger: _____ CATEGORY: ☐ Sea-based ☐ Land-based		
II. DATOS TUNGKOL SA OFW EMPLOYMENT		
JOBSITE /BANSANG PINAGTATRABAHUHAN: _____		POSITION/URI NG TRABAHO: _____
LATEST DATE OF DEPARTURE IN THE PHILIPPINES: _____		LATEST CONTRACT DURATION: _____
LATEST DATE OF ARRIVAL IN THE PHILIPPINES: _____		
III. DATOS TUNGKOL SA NEGOSYO		
TYPE OF BUSINESS O URI NG NEGOSYO NA NAIS UMPISAHAN: _____		
BUSINESS SITE O KUMPLETONG LOKASYON NG NEGOSYO: _____		
MERON BANG EXISTING BUSINESS O KASALUKUYANG NEGOSYO: ☐ NO ☐ YES Please specify: _____		
IV. MGA PAGSASANAY SA NEGOSYO		
KIND OF TRAINING/URI NG PAGSASANAY (i.e. FAS-SBMT, Entrepreneurship Training, Skills Training, etc.)	VENUE O LUGAR	ISSUED BY/NAGBIGAY NG PAGSASANAY
_____	_____	_____
_____	_____	_____
KUMPLETONG PANGALAN AT LAGDA NG APLIKANTE (SIGNATURE OVER COMPLETE NAME OF THE APPLICANT)		Petsa _____
TO BE ACCOMPLISHED BY DMW RO STAFF		
DOCUMENTS SUBMITTED I. DULY FILLED UP FORMS ☐ ELPOR Form A - Application Form ☐ ELPOR Form A2 - OFW Statement Form ☐ ELPOR Form B - Business Model Canvas ☐ ELPOR Form B1 - Listahan ng mga Panimulang Kagamitan at Produkto ☐ ELPOR Form C - Commitment Form II. PASSPORT COPY (any of the following) ☐ Copy of Passport (Bio Page - pages 2 and 3) ☐ Copy of Travel Document III. PROOF OF ARRIVAL IN THE PHILIPPINES (any of the following) ☐ Copy of arrival stamp ☐ Copy of airline ticket ☐ Copy of boarding pass ☐ Others: _____ IV. TRAINING CERTIFICATE ☐ FAS-SBMT ☐ SKILLS TRAINING/ EDT/ BUSINESS MENTORING V. OTHER REQUIREMENTS _____		
RECEIVED BY: _____ DATE: _____		
AVAILMENT VERIFICATION () With previous availment ☐ YES ☐ NO Program _____ BY: _____ DATE: _____		DATABASE ENCODING DATE ENCODED/UPDATED: _____ BY: _____ EVALUATED BY: _____ DATE: _____
Amount of Assistance: _____		
RECOMMENDING APPROVAL		APPROVED BY
_____ Position / Division DATE: _____		_____ Regional Director DATE: _____



BUSINESS CANVAS		
2 MARKETING 2.1. CUSTOMER 	1 BUSINESS IDEA 	4 FINANCE 4.1. START UP COST 
2.2. PWESTO O LUGAR 	3.1. PROSESO 	4.2. PAGKUKUHANAN NG PUHUNAN 
2.3. PROMOTIONS 	3.2. RESOURCES 	4.3. BUDGET 
2.4. PRESYO 	3 BUSINESS OPERATIONS 3.3 KEY PARTNERS 	4.4. KITA 

PANGALAN: _____

LAGDA: _____



LISTAHAN NG PANIMULANG KAGAMITAN AT PRODUKTO

PANGALAN NG SUPPLIER	ITEM/PRODUKTONG BIBILHIN	MAGKANO BAWAT ITEM (original na presyo)	BILANG (bilang item/produktong kinuha)	KABUUANG HALAGA NG BAWAT ITEM
PRODUKTO				
KAGAMITAN				
KABUUANG HALAGA				





COMMITMENT

I, _____ of legal age,
(Complete Name of Applicant)

with principal address at, _____
_____ do hereby state
and undertake:

1. That I am an eligible beneficiary of the cash livelihood development assistance for reintegration under the ELPOR - Enhanced Balik Pinay! Balik Hanapbuhay Program / Expanded Livelihood Development Assistance Program” funded by Department of Migrant Workers;
2. That the livelihood development assistance that I will receive from the DMW will be used for the intended purpose of putting-up a small business only;
3. That, I will abide with the program guidelines in setting up my business; and
4. That, I will allow the monitoring and evaluation of the progress of my business operations, and I will submit monthly a progress report and pictures on the status of my business operation to DMW through **[Insert regional office email address]**

SIGNATURE OVER PRINTED NAME DATE

PASSPORT NUMBER

