

# Application guidelines and procedures for Small Business Wage Subsidy (SBWS) Program:

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**File upload through secure site  
(Microsoft Excel file upload to  
<https://sbws.sss.gov.ph>)**

**as of 27 April 2020**



# Application guidelines and procedures for Small Business Wage Subsidy (SBWS) Program: File upload through secure site (Microsoft Excel file upload to <https://sbws.sss.gov.ph>)

as of 27 April 2020

## Eligibility criteria for small business

To qualify for the SBWS program, small businesses must meet two eligibility criteria: size of the business and enhanced community quarantine (ECQ) impact on operations. The business must meet both criteria.

Businesses that comply with their BIR and SSS obligations will be prioritized.

### 1. Size

- a. Small businesses, whether corporation, partnership, or sole proprietorship, except those in the BIR's Large Taxpayer Service (LTS) list.

### 2. ECQ impact

- a. Small businesses under both **Category A (non-essentials)**, which are forced to stop operations (i.e., temporary closure or suspension of work), and **Category B (quasi-essentials)**, which are allowed to operate a skeletal force, can apply for the wage subsidy for employees who are not able to work and did not get paid during the ECQ.
- b. Employers in areas where other forms of quarantine have been put in place by the LGU may also qualify.

### 3. The following small businesses will be prioritized:

- a. BIR-registered and actively complying with tax obligations during the past three years, up to January 2020.
- b. SSS-registered and have paid SSS contributions for the past three years up to January 2020 (last recorded contribution).



## Eligibility criteria for employees

### Who are eligible for the SBWS program?

An employee who meets all of the following criteria is eligible:

- Must be an employee of an eligible small business
- Must be employed and active as of March 1, 2020 but unable to work due to the ECQ
- Did not get paid by their employer for at least two weeks during the temporary closure or suspension of work in accordance with Labor Advisory No. 1, Series of 2020
- Can be of any contract status (e.g., regular, probationary, regular seasonal, project-based, fixed-term)
- Must be certified by the employer in the application as having met all the above criteria

*Note: Priority will be given to employees who are BIR and SSS-registered and compliant with BIR and SSS regulations.*

*Note: Employees who have already received assistance of 5,000 pesos from CAMP may still receive support under the SBWS, if they are eligible.*

*They will receive the first SBWS tranche in full: 5,000 to 8,000 pesos, depending on their region of work, from May 1 to 15.*

*For the second tranche, they will receive the difference (SBWS assistance minus the 5,000 they received from CAMP). This ensures they will receive the same total amount in subsidy as non-CAMP beneficiaries.*

### Who are not eligible?

The following employees are not eligible:

- Those working from home or part of the skeleton force
- Those who voluntarily went on the following types of leave – maternity leave, paternity leave, study leave, sabbatical leave, and leaves of the same type – for the entire duration of the ECQ, whether or not this leave was with pay
- Already a recipient of SSS unemployment benefits, to avoid duplication
- Those who have settled or in-process SSS final claims (funeral, retirement, death, and total disability)

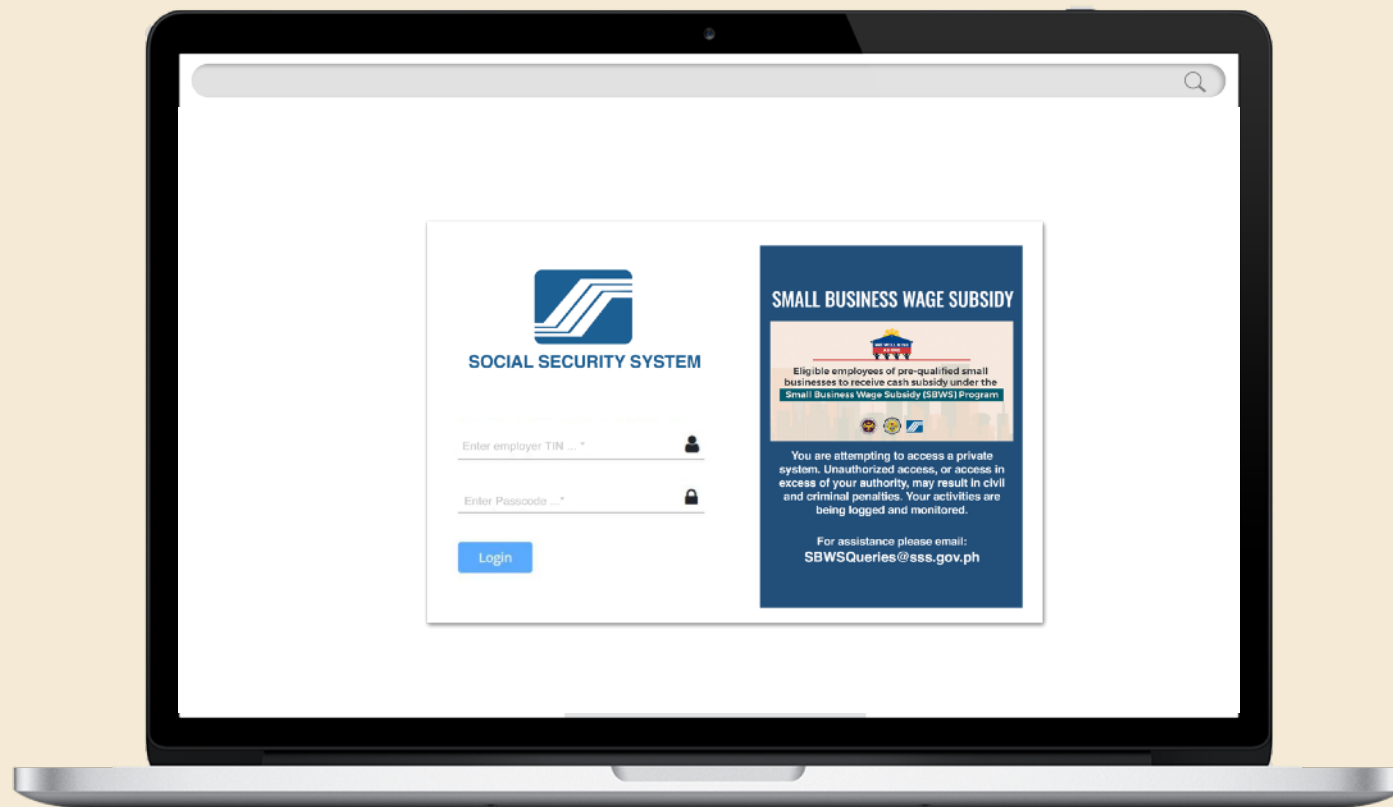
## Conditions to avail of the program

To qualify for the program, the following conditions must be fulfilled:

1. Small businesses must maintain the employment status of all eligible employee beneficiaries before the ECQ and throughout the SBWS period. This will be checked during the monitoring and evaluation stage. Non-compliance with this condition shall result in the employer refunding the wage subsidy amount to the government.
2. Employees cannot resign during the ECQ period.



Eligible employers may apply for the SBWS via the **Microsoft Excel file upload method (<https://sbws.sss.gov.ph>)**. SSS will accept applications until May 8, 2020.



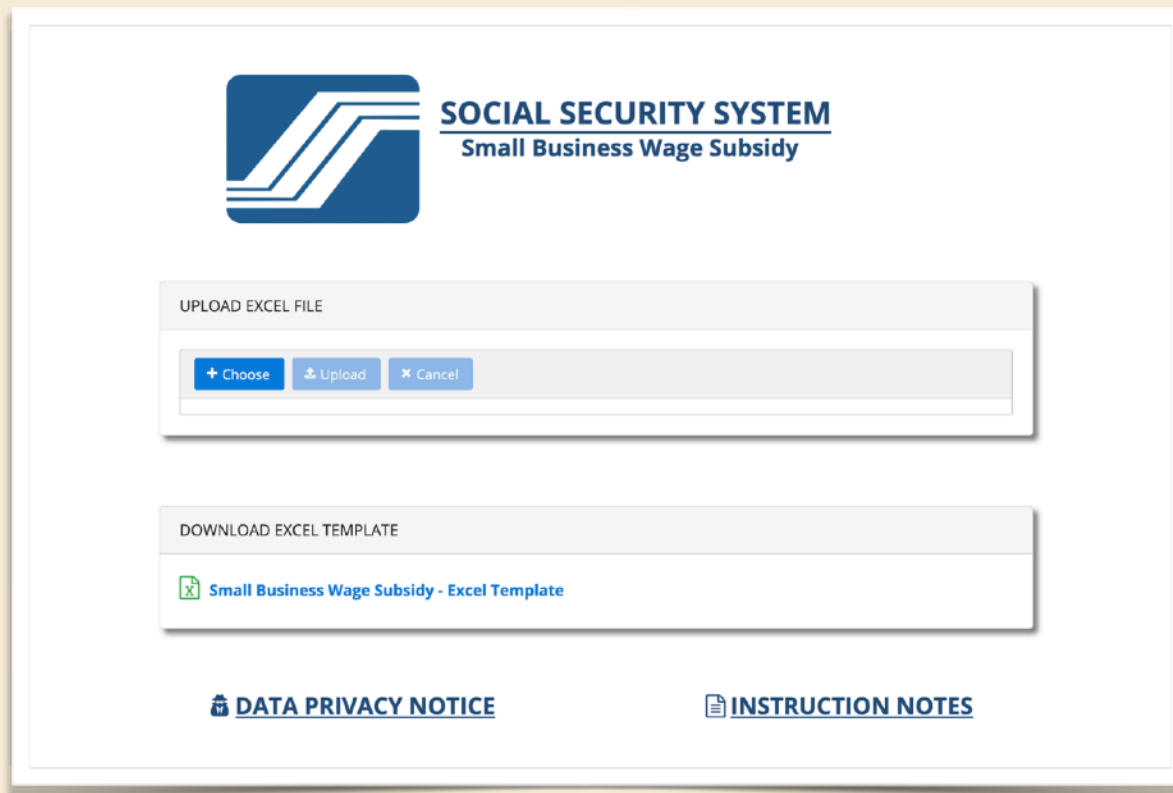
1. Using a web browser, the employer shall go to the SBWS portal via **<https://sbws.sss.gov.ph>** to initiate the application. Employers should ensure they have a stable internet connection.

2. Upon successful login to the SBWS portal, the employer shall input their company's Tax Identification Number (TIN) and the BIR-issued passcode (**<https://www.bir.gov.ph/images/sbws/index.php>**).

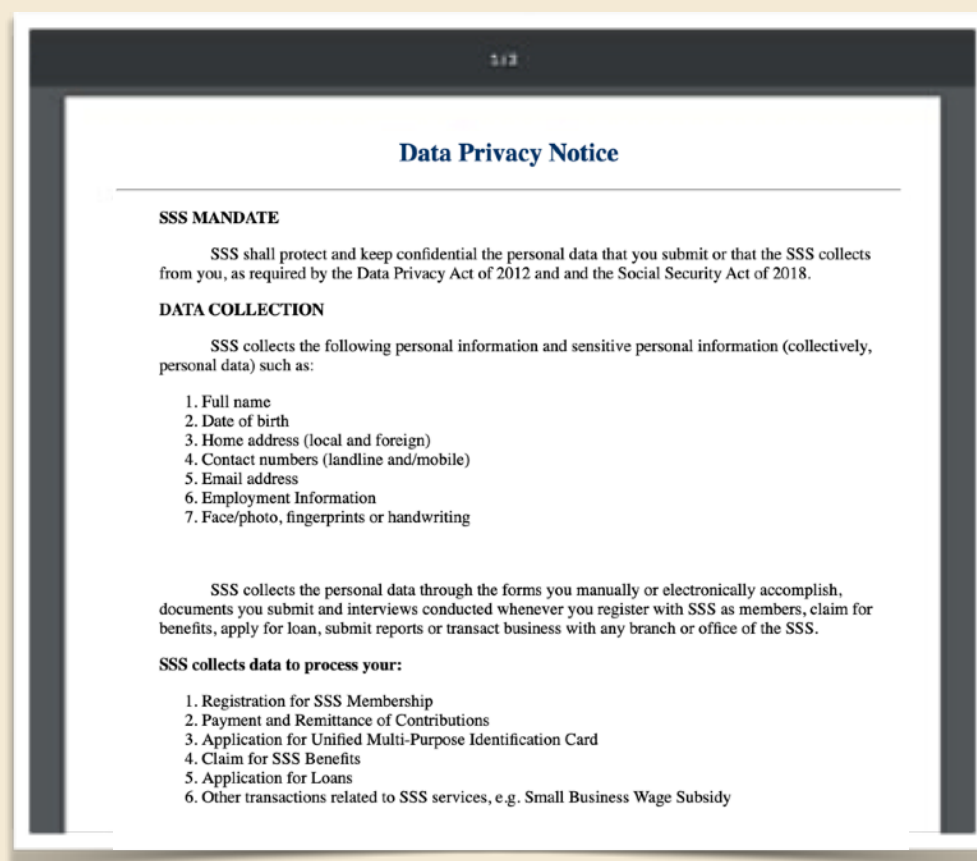
### Reminders:

1. The employer should not use their My.SSS username and password to login.
2. The employer is given only five (5) maximum attempts to enter the correct TIN and Passcode from the BIR. The employer will automatically be locked out of the system when the set number of login attempts has been exceeded.



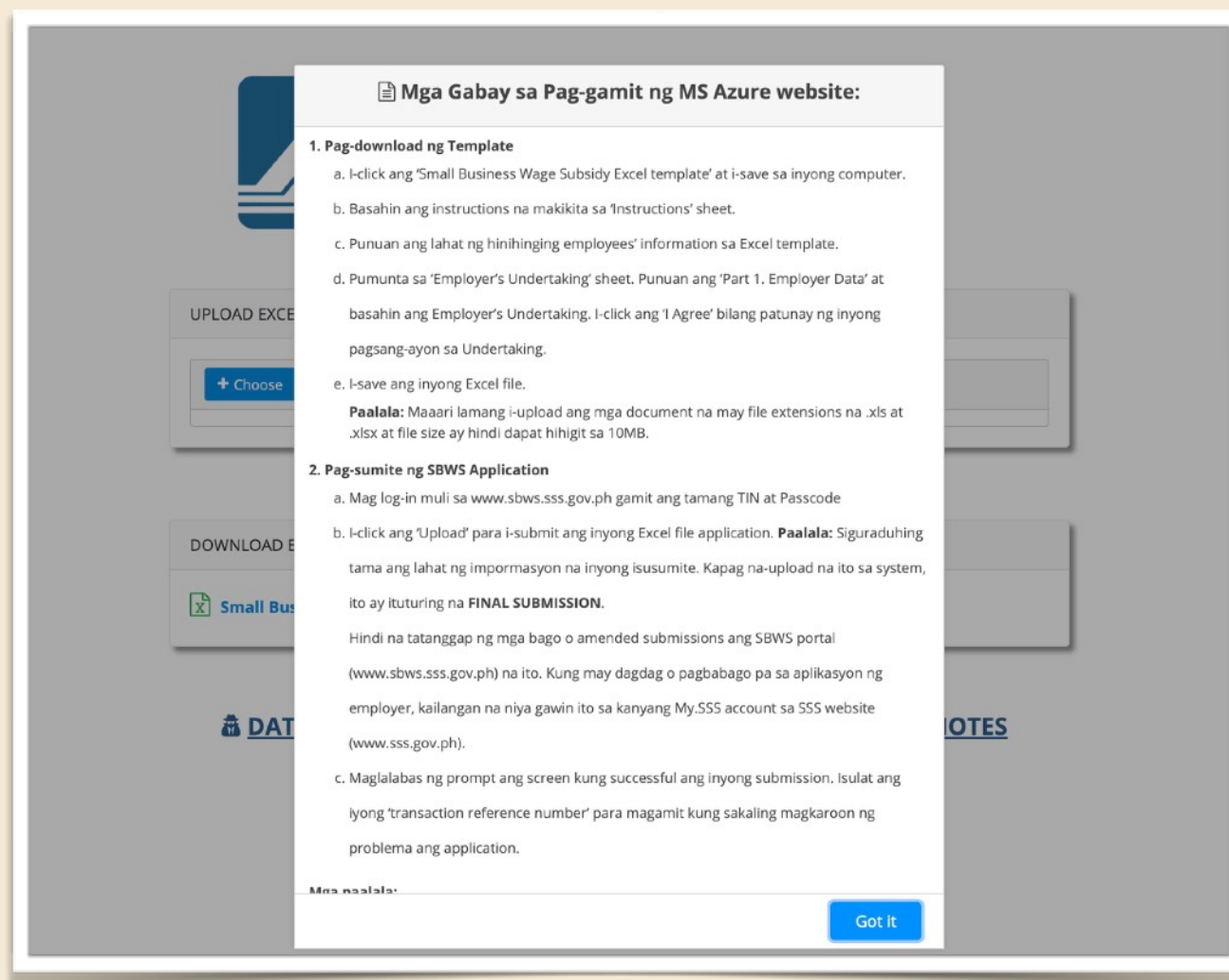


3. Once inside the SBWS portal, the employer shall immediately see the following:
- Upload Excel File
  - Download Excel Template
  - Data Privacy Notice
  - Instructions

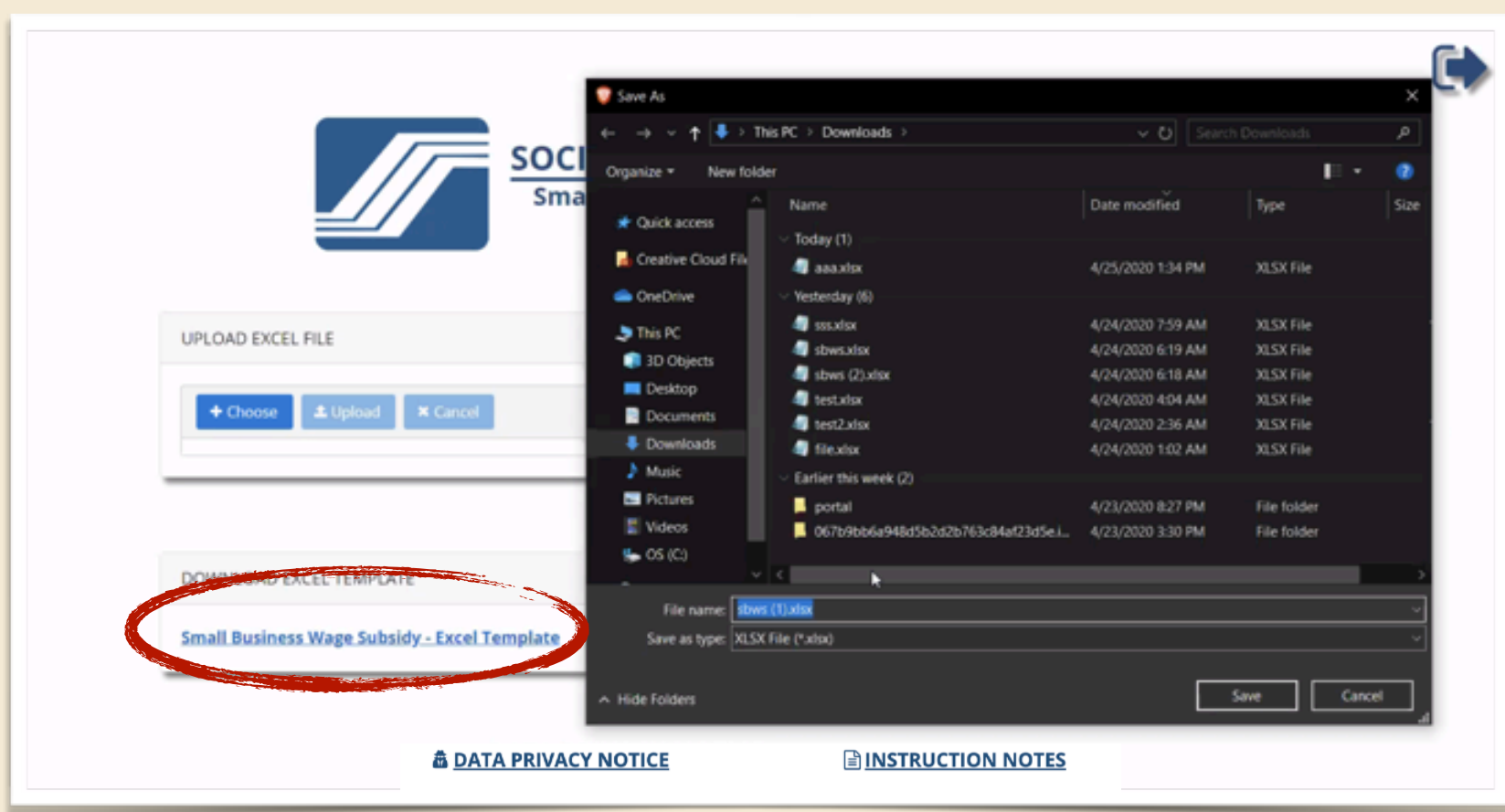


4. The employer shall click on the 'DATA PRIVACY NOTICE' link and read its contents to confirm agreement to the use and processing of the data to be submitted by the employer.





5. The employer may click on the 'INSTRUCTIONS' link to see the next steps.



6. The employer shall click on the 'Small Business Wage Subsidy Excel template' and save the file on their computer. The template contains three (3) sheets:

- Application form
- Undertaking
- Instructions

7. Before accomplishing the application form, the employer shall READ the instructions found in the ‘Instructions sheet’.

8. The employer may then work offline to complete the Excel template with the employee information required, as listed below:

- a. EMPLOYER Social Security number
- b. EMPLOYER Social Security Branch Code
- c. EMPLOYEE Social Security number
- d. LAST name
- e. FIRST name

- f. MIDDLE name
- g. Taxpayer Identification Number
- h. DOLE CAMP beneficiary (YES/NO)
- i. Email address
- j. Type of PAYOUT ACCOUNT
- k. Account number
  - i. Bank account, if bank.
  - ii. Cellphone number, if PayMaya or money remittance like M. Lhuillier
- l. Cellphone number (can be the same as provided for PayMaya or money remittance)

Republic of the Philippines	
Small Business Wage Subsidy Program	
<b>PART I. Employer data</b> <i>(Please indicate registered name as reflected in the BIR certificate of registration)</i>	
Employer name	
Taxpayer identification number (TIN) of company / employer	
BIR Passcode	
SSS Employer ID number	
Latest SSS Payment Reference Number	
Email address of company representative	
<b>Business address</b>	
Floor/Bldg/No/Street/Subdivision	
Barangay/District	
City/Municipality	
Province and Region	
<b>EMPLOYER'S UNDERTAKING</b>	
<p>I/We, the undersigned, hereby certify that all information contained in this application is true, accurate, and complete. I/We understand that making any untruthful statements in this document is punishable under the pertinent provisions of the Revised Penal Code of the Philippines and other applicable laws.</p> <p>I/We certify that the company fully apprised all its employees of the nature of this application and subsequently notified those who have qualified for the Small Business Wage Subsidy (SBWS) Measure and who have not, including reasons therefor.</p> <p>I/We further certify that the employees who have qualified and are identified in this application, were fully informed of the purpose of sharing their personal and /or sensitive personal information with SSS, DOF, and BIR, and their authorized representatives, and that said employees consent to the collection, use, disclosure, or any form of processing of their personal and/or sensitive personal information, and all hereto, such as but not limited to the post-verification of information by the Commission on Audit, to the extent necessary to implement the SBWS, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations and the Data Sharing Agreements entered into by the abovementioned agencies.</p>	
<input checked="" type="checkbox"/> <b>AGREE</b>	

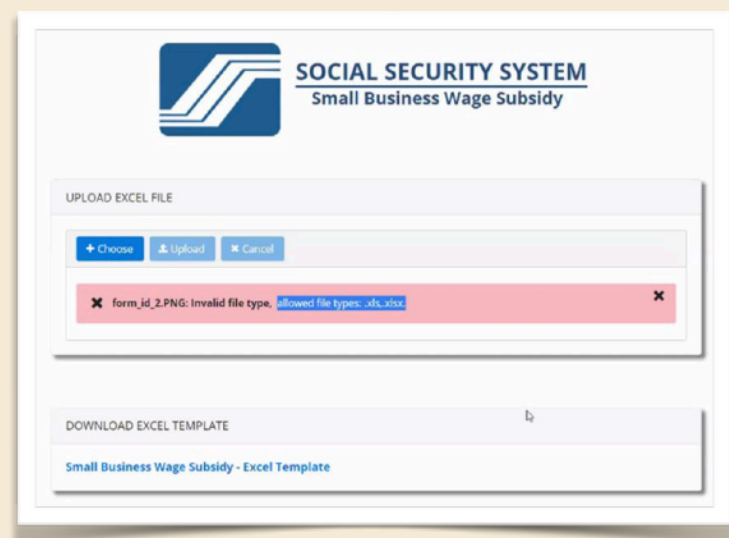
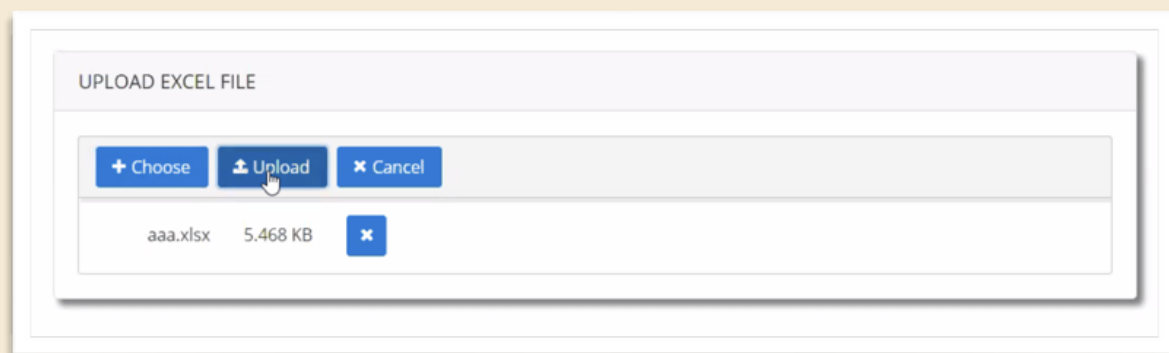
9. After encoding the employees' information, the employer shall go to the 'Undertaking' sheet. The employer shall fill in the required information under 'Part I. Employer data' and read the text under 'Employer's Undertaking'.

The employer shall then tick the 'Agree' button to signify agreement to the undertaking. The file can then be saved.

**Note:**

Allowable files are .xls and.xlsx only. The file size should not exceed 10MB.

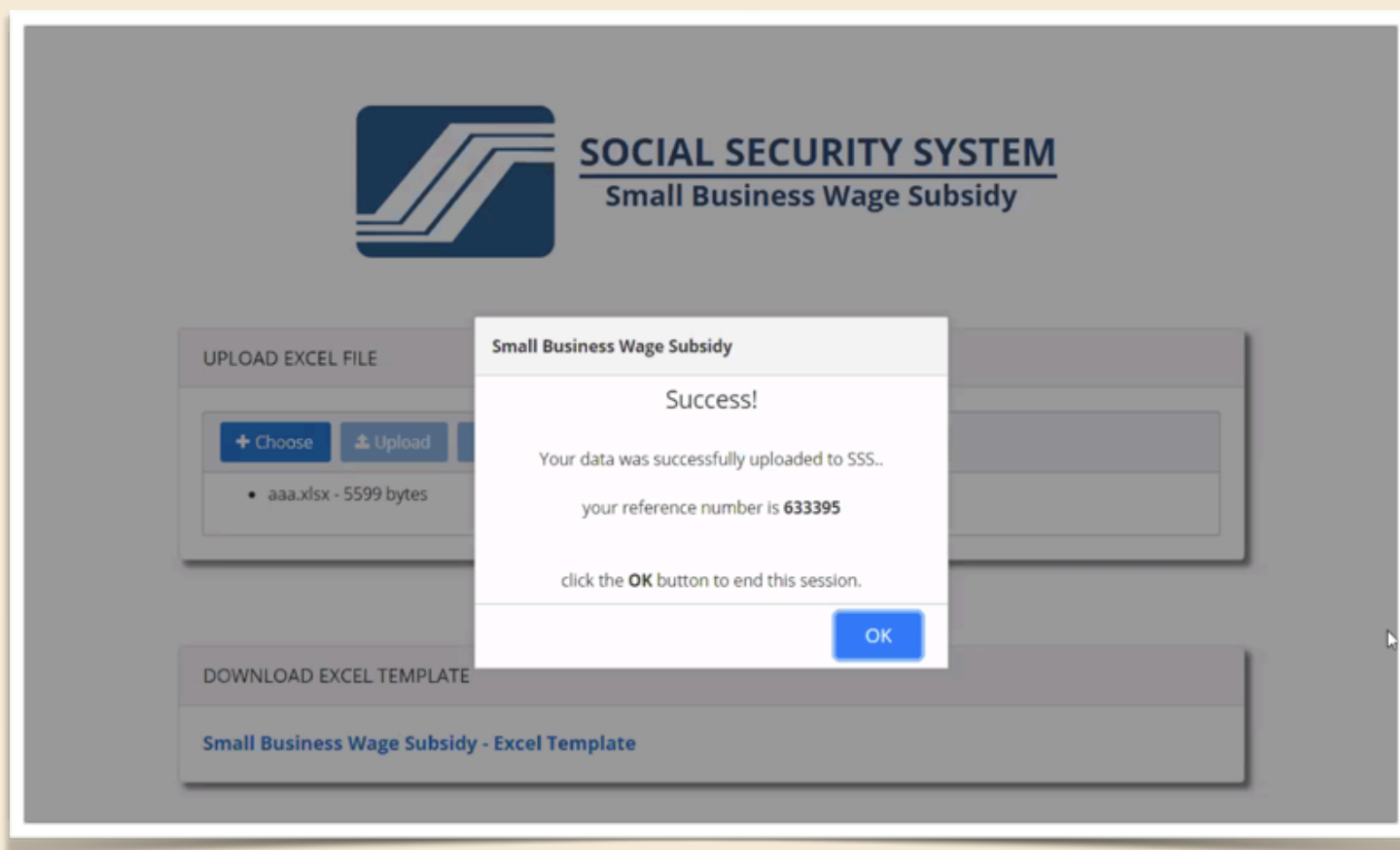




10. The employer shall return to the SBWS portal using the same login method described in Steps 1-3 and select the 'Upload' button to submit the accomplished Excel file.

Reminder: The employer shall ensure that the Excel file to be uploaded is correct. Once uploaded, the submission is considered **FINAL**.

Any requests or submissions for amendment shall be made through the My.SSS facility. No requests or submissions for amendment will be entertained through this portal.



11. A screen prompt will show if the submission was successful. It will also display the transaction reference number, which the employer must take note of and refer to in case of a dispute.