



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

18 March 2020

MEMORANDUM

**TO : ALL DPWH REGIONAL OFFICES
ALL DISTRICT ENGINEERING OFFICES
ALL UNIFIED PROJECT MANAGEMENT OFFICES (UPMO)
Visayas and Mindanao Regions**

**SUBJECT : AUTHORITY TO ADOPT ALTERNATIVE WORK ARRANGEMENTS
UNDER CSC MEMORANDUM CIRCULAR NO. 07, SERIES OF 2020**

This pertains to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 07, Series of 2020¹, on the Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922.

Pursuant to **I-c of the undersigned's memorandum**² dated 16 March 2020 (GUIDELINES PURSUANT TO THE PRONOUNCEMENTS OF PRESIDENT RODRIGO R. DUTERTE ON IMPOSING AN ENHANCED COMMUNITY QUARANTINE OVER THE ENTIRE LUZON, INCLUDING THE NATIONAL CAPITAL REGION), and the above-mentioned CSC MC, DPWH Offices in the **Visayas and Mindanao Regions** are hereby authorized to adopt alternative work arrangements under CSC MC No. 07, Series of 2020, for the duration of the State of Public Health Emergency.

The offices concerned may adopt either or both of the following work arrangements:

- a. **Four (4) – day Workweek** – an alternative work arrangement whereby the individual's workweek is reduced to four (4) days, but the number of work hours per day shall be increased to ten (10) hours, in order that the total number of required work hours per week shall not be less than forty (40) hours.
- b. **Shifting** – agencies shall strategize that the shifting of employees shall still meet the required forty (40) hours per week. For this purpose, shifting refers to the following:
 1. Existing 24/7 shifting schedule; and
 2. Shifting of assignments to perform frontline services

¹ Annex 'A'

² Annex 'B'

Taking into consideration the safety of their personnel and the units under their areas of responsibility, the **Regional Directors and the Heads of UPMOs concerned** shall formulate their internal rules and regulations governing the implementation of the alternative work arrangements, in accordance with **CSC MC No. 07, Series of 2020 and pertinent issuances and quarantine guidelines of their respective Local Government Units (LGUs)**; and shall submit the said rules and regulations to the CSC, through the CSC Regional Offices concerned.

Furthermore, the offices concerned shall adopt a monitoring mechanism during the implementation of alternative work arrangements to ensure that public service delivery is not prejudiced.

Please be guided accordingly



MARK A. VILLAR
Secretary