



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Bonifacio Drive, Port Area, Manila

097.7 DPWH  
03.16.2020

March 16, 2020

DEPARTMENT MEMORANDUM )

CIRCULAR NO. 26 )  
Series of 2020 03.16.2020 )

**FOR / TO** : Undersecretaries  
Assistant Secretaries  
Service Directors  
Bureau Directors  
Regional Directors  
Heads of UPMOs  
District Engineers  
This Department

For information and guidance, attached is a copy of Announcement No. 12, s. 2020 from the Civil Service Commission (CSC), dated March 16, 2020 entitled: "**ALTERNATIVE WORK ARRANGEMENTS IN LIGHT OF CODE RED SUBLEVEL 2.**"

A copy of said Announcement may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

  
**MARICHU A. PALAFOX, CESO III**  
Assistant Secretary for Support Services

Encl: Announcement No. 12, s. 2020 dated March 16, 2020

cc: Office of the Secretary

10.1.4 VGV/MSV

**ANNOUNCEMENT**

**FOR** : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND / OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE AND LOCAL UNIVERSITIES AND COLLEGES

**SUBJECT** : Alternative Work Arrangements in light of Code Red Sublevel 2

**DATE** : March 16, 2020

In line with the Memorandum Circular signed by the Executive Secretary issued on March 13, 2020, by authority of President Rodrigo Roa Duterte, which provides for the directives and guidelines, primarily intended to address the spread of the corona virus disease (COVID-19) throughout the country, heads of agencies are given the discretion to formulate and implement alternative work arrangements that will *ensure delivery of public service with due observance of social distancing policy and other preventive health measures*, such as but not limited to the following:

1. Skeletal workforce;
2. Work from home;
3. Compressed work week; and
4. Staggered working hours.

The alternative work arrangements shall subsist for the period of March 16-April 14, 2020 or until such time the Community Quarantine has been lifted over Metro Manila and other local government units wherein quarantine has been declared. Said alternative work arrangements shall be implemented so as not to prejudice the delivery of public service.

Report on the alternative work arrangements adopted by government agencies shall be submitted to the Civil Service Commission through its Regional Offices for records purposes.

  
ALICIA dela ROSA-BALA  
Chairperson

