



MC No. 18, s, 2020

MEMORANDUM CIRCULAR

- TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT :** Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic

The Commission promulgated on May 7, 2020 CSC Resolution No. 2000540, s. 2020, Re: Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency due to COVID-19 Pandemic, which was disseminated through CSC Memorandum Circular No. 10, s. 2020.

To ensure the proper implementation of CSC MC 10, s. 2020 and to be consistent with the amended Inter-Agency Task Force on the Management of Emerging and Infectious Diseases (IATF) Omnibus Guidelines on the Implementation of the Community Quarantine in the Philippines, the Commission, pursuant to CSC Resolution No. 2000912 promulgated on October 14, 2020, approved the Amendment to the Revised Interim Guidelines for Alternative Work Arrangements During the State of Public Health Emergency Due to COVID-19 Pandemic.

The amendments and additional provisions to certain items of CSC Resolution No. 2000540 are in bold letters, as follows:

1.0 Scope and Coverage

These revised interim guidelines shall cover all government agencies and instrumentalities, namely: Constitutional Bodies, Departments, Bureaus, and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, Local Government Units (LGUs), and State Universities and Colleges (SUCs).

Bawat Kawani, Lingkod Bayani

2.0 Alternative Work Arrangements

Government agencies may adopt any or a combination of the following alternative work arrangements:

- 2.1 Work-from-Home – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office;
- 2.2 Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible;
- 2.3 Four-day (Compressed) Workweek – refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week;
- 2.4 **Work Shifting/Flexible (Staggered) Working Hours** – refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time; and
- 2.5 Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements subject to the prevailing community quarantine in the area where the agency is located and **appropriate/applicable to the agency mandate/functions.**

3.0 Parameters in the Implementation of Alternative Work Arrangements

3.1 Work-from-Home

- a. The work-from-home arrangement shall be adopted in areas placed under Enhanced Community Quarantine (ECQ) and **Modified Enhanced Community Quarantine (MECQ)** as declared by the proper authorities;
- b. The work-from-home arrangement may be adopted in areas placed under General Community Quarantine (GCQ) and **Modified General Community Quarantine (MGCQ)**, where public transportation shall operate at a reduced capacity and physical/social distancing is required in the workplace;
- c. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, and are residing in areas placed under **ECQ, MECQ, GCQ and MGCQ** shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is

permitted. **The said work arrangement shall also be made available to those living with the aforementioned persons and living in area under ECQ, MECQ and GCQ;**

- d. Work-from-home arrangements may be allowed for the following tasks:
 1. research;
 2. policy formulation/review/amendment;
 3. project work, including but not limited to, drafting of proposals/project studies/training modules;
 4. data encoding/processing;
 5. adjudication of cases or review of cases, including legal work;
 6. budget planning and forecasting;
 7. recording, examination and interpretation of financial records and reports;
 8. evaluation and formulation of accounting, auditing and management control systems;
 9. computer programming;
 10. database maintenance;
 11. design work/drafting of drawing plans;
 12. preparation of information materials;
 13. sending/receiving e-mail;
 14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
 15. other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

- e. To facilitate the implementation of the work-from-home arrangement, the agency head shall ensure the following:
 1. The employees are given tasks to be performed to the full extent possible in terms of man-days per work week;
 2. Employees under work-from-home shall make themselves available during the work hours that they are at home;
 3. The employees have access to or is provided with any communication equipment or facilities, such as computer/laptop, internet or e-mail, facsimile, telephone or mobile phone;
 4. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012;

5. The confidential and proprietary information are protected and secured at all times; and

6. **Agencies under WFH arrangement may adopt performance standards to guide the employees in the delivery of assigned tasks, like a point system where each output is assigned points based on length of time, complexity, or other criterion which are aligned with the CSC-approved agency SPMS. See illustrative example in Annex A.**

f. **Employees under work-from-home are not entitled to Compensatory Overtime Credit/Overtime Pay.**

3.2 Skeleton (Skeletal) Workforce

a. During ECQ and MECQ, skeleton workforce may be allowed unless a different operational capacity is provided in agencies providing health and emergency frontline services, border control, and other critical services as identified in the IATF Omnibus Guidelines on Community Quarantine;

b. The employees assigned as skeleton workforce, during ECQ and MECQ, shall be issued the necessary travel/office orders, in addition to the office-issued IDs for proper identification;

c. The employees assigned as skeleton workforce **during the implementation of ECQ and MECQ¹** shall be entitled to Hazard Pay pursuant to the provisions of AO No. 26, s. 2020 and DBM Budget Circular No. 2020-1, s. 2020, on top of the **Compensatory Overtime Credit** or Overtime Pay as well as other applicable **benefits, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015 and other related civil service, budgeting, accounting and auditing rules and regulations;**

d. **Agencies located in areas placed under GCQ, and MGCQ may use skeleton workforce in combination with other alternative arrangements provided that the required 40-hour workweek is complied with; and**

e. **Employees assigned as skeleton workforce shall be entitled to Compensatory Overtime Credit/Overtime Pay for hours rendered beyond the normal 8 hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint**

¹ "Frequently Asked Questions (FAQs) on the Grant of the COVID-19 Hazard Pay and the COVID-19 Special Risk Allowance (SRA)". Retrieved from <https://www.dbm.gov.ph/wp-content/uploads/AboutDBM/FAQs-on-COVID-Hazard-Pay-and-SRA.pdf>.

Circular No. 2, s. 2015, as amended and other related civil service, budgeting, accounting and auditing rules and regulations.

3.3 Four-day (Compressed) Workweek

Agencies located in areas placed under GCQ, and MGCQ may adopt 4-day workweek in combination with other alternative arrangement/s provided that the required 40-hour workweek is complied with.

3.4 Work Shifting/Flexible (Staggered) Working Hours

- a. **Agencies may adopt work shifting/flexible working hours appropriate/applicable to their mandate/functions regardless of community quarantine classification their agency is located;**
- b. The agency head, in consultation with the employees, shall prepare the work schedule in light of the present situation; and
- c. The agency head shall ensure that the employees remain flexible in making themselves available for work duties outside of core hours, **if necessary.**

3.5 Other Alternative Work Arrangements

- a. Agencies may adopt other alternative work arrangements that are appropriate/applicable **to the agency mandate/functions** as well as their place of work other than the above-enumerated work arrangements; and
- b. Agencies may adopt a combination of the above enumerated work arrangements or a combination with the other work arrangements it adopted, such as three-day workweek and 2-day work-from-home arrangement to complete the 40-hour workweek.

4.0 Support Mechanisms

The agency head shall ensure that all workers are afforded with the following adequate support mechanisms:

- a. Health/psychosocial interventions like stress debriefing;
- b. Provision of appropriate personal protective equipment (PPE) to frontline service providers and employees;
- c. Reduced working hours, as authorized by the President;
- d. Reasonable transportation facilities and housing quarters shall be provided to employees assigned as skeleton workforce, whenever practicable, and subject to **budgeting**, accounting and auditing rules and regulations;
- e. Reasonable expenses incurred during the work-from-home may be

defrayed by the agency subject to **budgeting**, accounting and auditing rules and regulations; and

- f. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval of the heads of agencies subject to **budgeting**, accounting and auditing rules and regulations.

5.0 General Guidelines

- 5.1 The alternative work arrangements shall be adopted only for the duration of the State of **Public Health** Emergency or until lifted by the President;
- 5.2 The agency head shall give priority to the preferred schedule of employees who are **below 21 years old, those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk/conditions and those residing with the aforementioned**, pregnant women, **nursing mothers**, and persons with disabilities (PWDs) **whose services are indispensable under the circumstances.**

Requests for different work schedule/arrangement of employees with immunodeficiency, comorbidities, or other health risk/conditions must be supported with medical certificate and other medical records.

- 5.3 The following activities and precautionary measures should be implemented by agencies prior to the resumption of normal office operations:
 - a. Disinfection or decontamination activities on all its buildings, facilities and office vehicles.

The disinfection should be part of the regular maintenance and upkeep of the agency;
 - b. Conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 disease; and
 - c. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.
- 5.4 For alternative work arrangements that require physical presence in the office premises, physical distancing requirements should always be observed;
- 5.5 Agencies shall implement minimum health standards protocol at all times

such as wearing of face masks, **face shield²**, taking of body temperature, and presence of sanitation stations **and other appropriate PPE**;

- 5.6 Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction;
- 5.7 Agencies shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced;
- 5.8 Agencies shall formulate their internal rules and regulations governing the alternative work arrangements they adopted and implemented in their agency. Said guidelines shall include the work arrangements of its personnel who are in transit (daily/weekly) in reporting to work and going home **across areas under quarantine area (ECQ/MECQ/GCQ/MGCQ), as well as from a quarantine area to quarantine-free area and vice versa**;
- 5.9 Agencies shall submit a report on the implementation of the alternative work arrangements to the Civil Service Commission through the CSC Regional Offices for policy formulation and records purposes; and
- 5.10 **Agencies located in area placed under GCQ/MGCQ shall ensure that the whole workweek is manned in order not to prejudice public service delivery.**

6.0 Repealing Clause

All CSC Resolutions and other issuances which are inconsistent herewith are modified accordingly.

7.0 Effectivity

This **amendment to the** Revised Interim Guidelines shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until **the State of Public Health Emergency** has been lifted or withdrawn by the President.


ALICIA dela ROSA-BALA
Chairperson

15 October 2020

HRPSO/RBE/JLT/MGC/bam

² Item 5 Section 8, IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendment as of July 16, 2020.