



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



097.13 DPWH

05.22.2024

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DEPARTMENT ORDER)

NO. 76)

Series of 2024)

5/22/2024

**SUBJECT: Employee Work Hours
and Alternative Work
Arrangements (AWA) in
the DPWH**

Pursuant to the Civil Service Commission's Memorandum Circular No. 6, series of 2022 "Policies on Flexible Work Arrangements in the Government", and in order to provide continuous delivery of public services while protecting health, safety and welfare of employees especially during current and emergent situations caused by natural and man-made calamities, the following guidelines on employee work hours and alternative work arrangements (AWA) in this Department are hereby prescribed:

I. SCOPE AND COVERAGE

All DPWH officials and employees regardless of employment status are covered by the ensuing principles.

II. GENERAL GUIDELINES

1. **Regular Work Hours.** All Central Office officials and employees shall report to the workplace for eight (8) hours per day from 7:00 am to 4:00 pm at full operational capacity.

Regional Directors are authorized to adopt working hours for all offices within their jurisdiction from any of the following schedules, subject to the condition that all stakeholders are assured of continuous delivery of service including lunch break throughout the work week, and frontline services from 8:00 a.m. to 5:00 p.m.:

- a. 7:00 a.m. to 4:00 p.m.
- b. 8:00 a.m. to 5:00 p.m.
- c. 9:00 a.m. to 6:00 p.m.

2. **Request for Change of Work Schedule.** An employee may be allowed to adopt a work schedule of 7:00 a.m. to 4:00 p.m., 8:00 a.m. to 5:00 p.m. or 9:00 a.m. to 6:00 p.m., subject for approval by the Head of Office. The working hours adopted by the employee shall thereafter be their regular working hours, which cannot be occasionally changed at their convenience. The Heads of Offices concerned shall be responsible for the implementation of work schedules of employees under their respective jurisdictions and in ensuring continuous delivery of service during regular government working hours.

3. **Flexitime.** In times of calamity or man-made disturbances such as transport strike, employees may be authorized to report to the workplace in a modified flexitime from 7:00 a.m. to 7:00 p.m., where employees shall not be considered tardy provided that at

least eight (8) hours of work, excluding lunch break, were rendered. However, only employees who reported for work on or before regular work hours are permitted to render overtime services.

Furthermore, only the DPWH Secretary may authorize flexitime arrangement.

4. **Work from Home (WFH) Arrangement.** This alternative work arrangement may only be availed under the following conditions:

4.1 Situational Condition – Ad hoc tasks/ assignments that requires short period of time or project based (e.g. project proposal preparation, reports preparation, research, case adjudication and other analogous circumstances). The same may be allowed provided all of the following requirements are present:

4.1.1 The work from home arrangement on a situational basis must be in writing and/or upon request;

4.1.2 It must be signed by the official or employee and their supervisor;

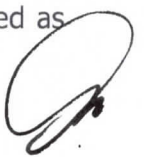
4.1.3 It must be duly approved by the authorized approving authority as stated in item II.4.7 of this order; and

4.1.4 Provided that their tasks are applicable under WFH arrangement such as:

- a. research;
- b. policy formulation/review/amendment;
- c. project work, including but not limited to, drafting of proposals/project studies/training modules;
- d. data encoding/processing;
- e. adjudication of cases or review of cases, including legal work;
- f. budget planning and forecasting;
- g. recording, examination and interpretation of financial records and reports;
- h. evaluation and formulation of accounting, auditing and management control systems;
- i. computer programming;
- j. database maintenance;
- k. design work/drafting of drawing plans;
- l. preparation of information materials;
- m. sending/receiving e-mail;
- n. attendance to online meetings and trainings;
- o. computation of leave credits; and
- p. 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, which tasks may be performed offsite.



- 4.2 In times of calamity, man-made disturbances such as transport strike, employees may be in a WFH arrangement upon written request, and subject to the approval of authorized approving authorities as stated in this order. In cases where the employee's regular functions do not fall under assignments stated in Item II.4.1.4 *a to p*, the Head of Office may assign other tasks or outputs of said office to the employee.
- 4.3 Medical condition – WFH due to medical reasons may be allowed subject to the following conditions:
- 4.3.1 An official or employee is recuperating from a medical condition, including but not limited to osteogenesis imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases;
 - 4.3.2 An official or employee is with high-risk pregnancy;
 - 4.3.3 An official or employee is positive with Coronavirus disease (COVID-19) or other related infectious diseases, with mild symptoms or is under quarantine protocol;
 - 4.3.4 An official or employee has submitted all of the following documents:
 - a. Written request for WFH due to medical condition;
 - b. Certification by the attending physician that the medical condition does not affect the government official or employee's ability to perform regular work assignment at an alternate worksite (home or residence);
 - c. Recommendation of the attending physician as to the duration of the WFH arrangement. Such shall be the basis for the duration of the same;
 - d. Medical record/s to support the request for WFH due to medical condition. For employees under Item 4.3.1, this should be submitted once a month; and
 - e. The tasks to be performed falls under Item II.4.1.4 *a to p*.
 - f. For officials and employees under Item 4.3.3, the following additional requirements must be submitted upon return to work:
 - i. A completion of quarantine certificate issued by a local quarantine/health official (*for those under quarantine protocol*);
 - ii. Medical records showing that the employee was treated of the COVID-19 or other related infectious diseases signed by the attending physician (*for those under treatment*);
 - iii. A medical certificate that the employee is cleared to report back to work (*for those under treatment*).
 - 4.3.5 The adoption of WFH based on a medical condition does not apply when it is the family member of the government official or employee who is recuperating from a medical condition.
- 4.4 An official or employee may render WFH arrangement for four (4) days a week, with a maximum of eight (8) days a month.
- 4.5 An employee in a WFH arrangement must submit evidence of required physical output/s on agreed deadline, otherwise, the employee may be marked as undertime or absent. The Head of Office shall approve the number of hours to be credited as



work from home based on the employee's submission of required output/s. The WFH Assignment and Accomplishment Monitoring Form shall be used to monitor work from home assignments and accomplishments of the employee. Moreover, an employee in a WFH arrangement is not entitled to Compensatory Overtime Credit/Overtime Pay.

- 4.6 An employee in a WFH arrangement must be available during office hours to answer concerns and inquiries when needed, through the line of communication agreed with the immediate supervisor (e.g. text message, phone call, e-mail, Messenger or Viber).
- 4.7 The approval of requests for WFH and outputs of employees granted with WFH arrangement shall be strictly monitored, evaluated and approved by the following authorities, in order to continue the grant of the same:

OFFICE	INDIVIDUAL		OFFICE-WIDE	
	Request for WFH	WFH Outputs	Request for WFH	WFH Outputs
Central Office	Head of Office/Service/Bureau/UPMO	Head of Office/Service/Bureau/UPMO	Undersecretary Concerned	Head of Office/Service/Bureau/UPMO
Regional Offices	Regional Director	Regional Director	Regional Director	Regional Director
District Engineering Offices		District Engineer		District Engineer

- 4.8 Request for WFH of Heads of Offices shall be approved by the Undersecretary concerned.

5. Modified Work Schedule of Muslim Personnel during the period of Ramadan.

Muslim employees may adopt a modified work schedule pursuant to CSC Advisory dated March 11, 2024 re: the Adoption of Flexible Work Arrangements (FWAs) by Muslims Working in the Government During the Period of Ramadan. Those with 7:00 a.m. to 4:00 p.m. regular office hours may adopt a modified work schedule of 7:00 a.m. to 3:00 p.m. without noon break while those with 8:00 a.m. to 5:00 p.m. regular office hours may adopt a schedule of 7:30 a.m. to 3:30 p.m. without noon break.

This Order supersedes Department Orders No. 76 and 101, both series of 1989, and Department Order No. 36, s. 2020, and shall take effect immediately.

MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



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10.1.1 MRCNN/KPD/ZFF/VGV/MSV