



Guidelines on Service Continuity

The New Normal Workforce and
Workplace Management Plan
of the Department of Agriculture



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Guidelines on Service Continuity

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and Workplace Management Plan
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Foreword

These ***Guidelines on Service Continuity: The New Normal Workforce and Workplace Plan of the Department of Agriculture*** was prepared by the DA-Service Continuity Planning and Management Team (SCPMT). At the inception of the creation of SCPMT through Special Order No. 346 dated March 19, 2020, it has already recommended numerous intervention measures to Secretary William D. Dar, PhD, in preparation of the New Normal.

While the COVID-19 pandemic continues to progress, Non-Pharmaceutical Interventions (NPIs) have to be implemented DA-wide. However, as chains of transmissions begin to decline, along with new positive cases of the virus in the country, there is a need to consolidate and harmonize all issuances by government by the resolutions issued by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), etc.

With the application of the modified hierarchy of controls in the agri-fishery sector and the employees of the Department in general, the SCPMT presents as guide the established standards and protocols that would simultaneously protect the vulnerable from the COVID-19 disease and prevent transmission from asymptomatic or untested carriers of the virus, while ensuring the continuity of service within the Department. Due to the evolving situation caused by COVID-19 and on considerations for State-level decision making, the laws and regulations will supplant the provisions of this Service Continuity Guide.

Introduction

This document serves as a guide for service continuity planning by all officials, employees and stakeholders of the Department amidst the Coronavirus Disease (COVID-19) pandemic.

The primary consideration of this Guide are the following key services operational risks:

- a. Human Resource Management
- b. Process and Service Functions
- c. Resource Management and Logistics; and
- d. Communications

In the preparation for the New Normal, universal and mandatory safety measures and support mechanisms shall be provided, such as:

- a. Mandatory wearing of masks in public places and workplaces;
- b. Availability of handwashing and sanitizing stations;
- c. Mandatory social and physical distancing measured at least one (1) but preferably two (2) meters between individuals in all public spaces;
- d. Mandatory temperature checks of all individuals;
- e. Use of personal protective equipment or testing laboratories or facilities;
- f. Contact tracing systems for individuals who have been confirmed positive of the virus; and
- g. Placement of both online and offline information materials.

Definition of Terms

For purposes of this Guide, the following shall be defined as follows:

1. **Community Quarantine** - refers to the restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities, designed to reduce the likelihood of transmission of COVID-19 among persons in and to persons outside the affected area.
2. **COVID-19** - refers to the Coronavirus Disease 2019 which is caused by the virus known as the severe acute respiratory syndrome coronavirus2 (SARS-CoV-2).
4. **Enhanced Community Quarantine** - refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.
5. **Essential goods and services** - covers health and social services to secure the safety and well-being of persons, such as but not limited to, food, water, medicine, medical devices, public utilities, energy and others as may be determined by the IATF.

6. **General Community Quarantine** - refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.
7. **Minimum public health standards** - refers to guidelines set by the DOH, as well as sector-relevant guidelines issued by government agencies, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI), which refer to public health measures that do not involve vaccines, medications or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19 .
8. **Modified Enhanced Community Quarantine** - refers to the transition phase between ECQ and GCQ, when these temporary measures are relaxed: stringent limiting movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols become less necessary.
9. **Modified General Community Quarantine** - refers to the transition phase between GCQ and New Normal, when these temporary measures are relaxed: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols become less necessary.
10. **New Normal** - refers to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. These include actions that will become second nature to the general public as well as policies such as bans on large gatherings that will continue to remain in force.
11. **Operational capacity** - refers to such a maximum number of employees or who can be permitted or required to physically report to work on-site in a particular office or establishment.
12. **Other Alternative Work Arrangements** – refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and the nature of work/job performed by the employee/s.
13. **SCPs**- refers to the Service Continuity Plans including Service Management, Human Resource Management, Process and Service Functions, Resource Management and Logistics and Communications.
14. **SCPMT** - refers to the Service Continuity Planning and Management Team.
15. **Skeletal workforce** - refers to the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic function.

16. **Service Providers** - refers to security and janitorial services and the like.

17. **Work-from-Home** – refers to an output-oriented work arrangement that authorizes the personnel to produce outputs/results and accomplishments outside of the office.

ON SERVICE CONTINUITY

1. Service Continuity Plans (SCPs)

The Department shall establish, implement, maintain and continually improve Service Continuity Plans (SCPs), including the processes needed and their interactions as guided by this document. The Department, through the Service Continuity Planning and Management Team (SCPMT), shall identify and consider potential risks that threaten its service continuity in the development of its SCPs. The SCPs shall provide guidance and information to assist the Department to respond to the COVID-19 pandemic and assist the entire organization with response and recovery moving forward towards the New Normal.

The SCPs shall prioritize the welfare of employees and their environment and the continuity of essential service operations and processes.

1.1 Service Management

To ensure compliance of the Department's mandate of a food secure Philippines, the SCPMT monitors the workforce and the effectiveness of the Department's various issuances which cater to the needs of farmers and fisherfolk.

To monitor the skeletal workforce personnel, the SCPMT on April 30, 2020 issued Administrative Order No. 12, series of 2020 entitled: "***Revised Covid-19 Guidelines on Service Continuity and Precautionary Measures in the Workplace***" ensuring that the responsibilities and authorities for relevant roles are assigned and communicated within the organization. Pursuant thereto, the Secretary through a Memorandum dated May 2, 2020 issued an Office Protocol with organogram showing the overall picture of hierarchy and personnel reporting relationships for effective task implementation. Memorandum Circular No. 7, series of 2020 dated March 17, 2020 and Memorandum Circular No. 9 were issued to ensure the unhampered movement of all food and production items through food lanes and unhampered movement of all cargoes, agriculture and fishery inputs, food products and agribusiness personnel nationwide; respectively.

While ensuring the communication and assignment of responsibilities and authorities for relevant roles, the SPCMT shall prepare and implement a plan in the event of absence of key decision makers.

Service impact analysis and risk assessment shall be carried out by the SCPMT. These shall guide the organization and are essential for the SCPs.

The SCPMT shall further gather necessary information relevant to the nature of its operations. It shall be updated on issuances such as, but not limited to, the following:

- IATF
- Civil Service Commission
- DOH

1.2 Human Resource Management

The Department shall designate a Health and Safety Officer and an alternate to ensure that all employees are familiar and in compliance with the SCPs during this period of pandemic. The roles and responsibilities of the Health and Safety Officer and his/her alternate are listed in **Annex A**.

The SPCMT, with the assistance of the Personnel Division and the General Service Division, shall:

- a. Considering the Department's operational capacity, suggest feasible alternative work arrangements to the Heads of offices such as Work-from-home; Skeletal Workforce; and/or a combination of any of the above. For guidance, the offices in the Department Central Office shall not yet engage a 100 % or full workforce. Instead, all heads of offices are enjoined to opt for skeletal workforce, Work-From-Home or a combination of alternative work arrangement hereto attached as **Annex B**.

All offices shall issue their respective Memorandum or Order for this purpose.

For Work-From-Home arrangements, employees with immunodeficiency, comorbidities, or health-risks, as well as pregnant and those under 21 years old and those who are 60 years old including those who reside with the aforementioned, and are residing in areas placed under GCQ/MECQ shall be prioritized.

Heads of offices shall adopt a clear output-based system. Employees should be given tasks to be performed to the full extent possible in terms of man-days per work week including dissemination through electronic platforms of relevant information of the Department's programs, projects and related matters in relation to the COVID-19 pandemic. (**Annex I**)

They are required to be on stand-by and be on-call as the exigency of service may so require.

Confidential information and intellectual property rights shall be protected and secured at all times.

- b. Except for foreign travels for ministerial meetings and scholarship/trainings that are grant-funded or undertaken at no cost to the government and local travels which are urgently necessary and allowed by the Head of office, ensure that non-essential foreign and local travels are deferred. (**Annex H**). For purposes of essential local travels, personnel shall be issued IATF IDs, RapidPass IDs and travel orders. The SPCMT shall be updated on travel advisories from the IATF and the Department of Foreign Affairs (DFA);
- c. Define clear policies on leave of absence, health insurance and benefits such as hazard pay (**Annex F**) and rice (**Annex G**) as governed by pertinent laws and regulations;
- d. Through the Health and Safety Officer and identified medical personnel, monitor the health condition of all personnel; and
- e. Strictly implement public health response measures such as contact tracing and social distancing.

1.3 Process and Service Functions

The SCPMT, with the assistance of the Personnel Division, General Services Division and Information and Communication Technology Service shall:

- a. Identify frontline offices with critical and essential functions who shall designate employees to carry out appropriate functions. They shall be advised to observe precautionary measures such as social distancing, reduction of physical contact and use of PPEs;
- b. Devise alternate means to provide service while reducing contact and transmission of the disease among employees, and between employees and stakeholders or clients;
- c. Devise alternate means to conduct internal and external meetings, trainings, and seminars. Video and audio conferencing are encouraged;
- d. Develop screening procedures for all individuals, vehicles and items entering the workplace;
- e. Develop procedures for determination of necessary medical action and follow-up actions; and
- f. Maintain cleanliness of the office environment and arrange regular disinfection protocols throughout the workplace premises.

1.4 Resource Management and Logistics

The SCPMT, with the assistance of the General Service Division and the Procurement Division, shall:

- Identify essential suppliers and service providers. For contingency measures, identify alternative suppliers and service providers;
- Procure the necessary resources and service providers; and
- Set parameters for the rational and effective use of available resources and logistics.

1.5 Communications

The SCPMT, with the assistance of the ICTS, shall determine internal and external communications relevant to the service continuity. Means on how to communicate to reduce face-to-face interaction shall be determined as provided in **Annex D** (Paragraph II). Setting up of communication channels shall be strongly considered.

The SCPMT, with the assistance of the Agriculture and Fisheries Information Division (AFID), shall ensure efficient dissemination of SCPs and other essential information internally and externally. The Health and Safety Officer shall coordinate with the SCPMT for information dissemination.

Use of Short-Messaging-System (SMS)–Based Helplines and online systems for assisting stakeholders/ clients shall be maximized.

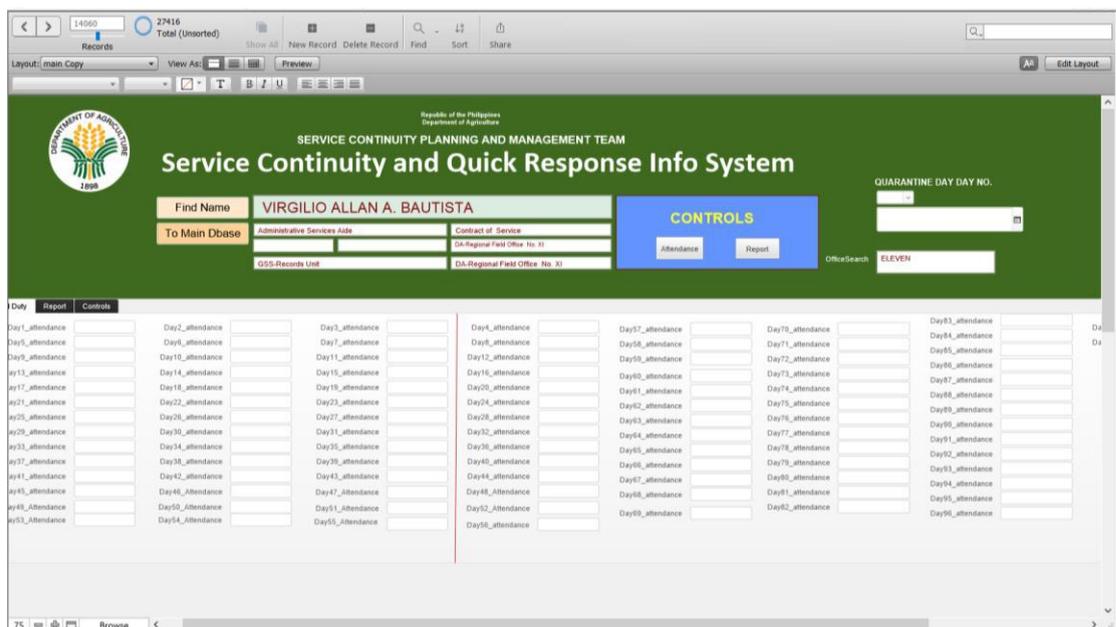


Fig. 1. This is the Service Continuity and Quick Response Info System (SCQRIS) maintained by the Office of the Undersecretary for Administration and Finance, and Chair of the SCPMT. This system is also a registry of more than 25,000 personnel of DA nationwide.

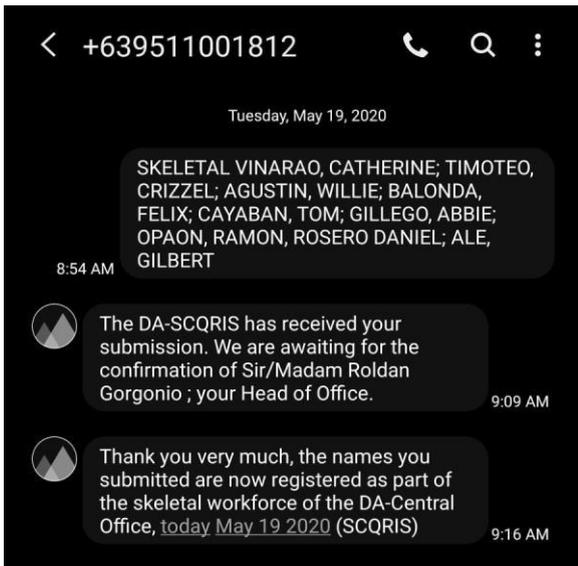
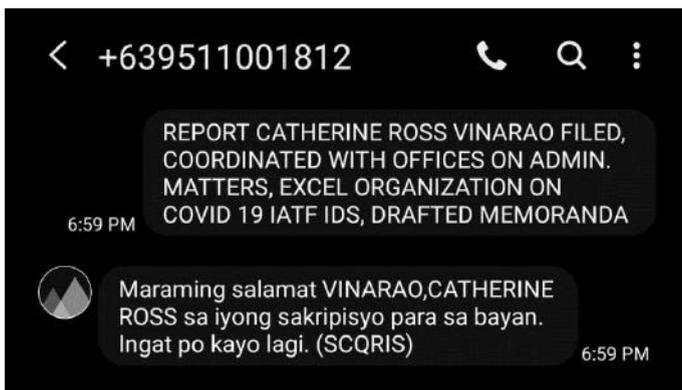
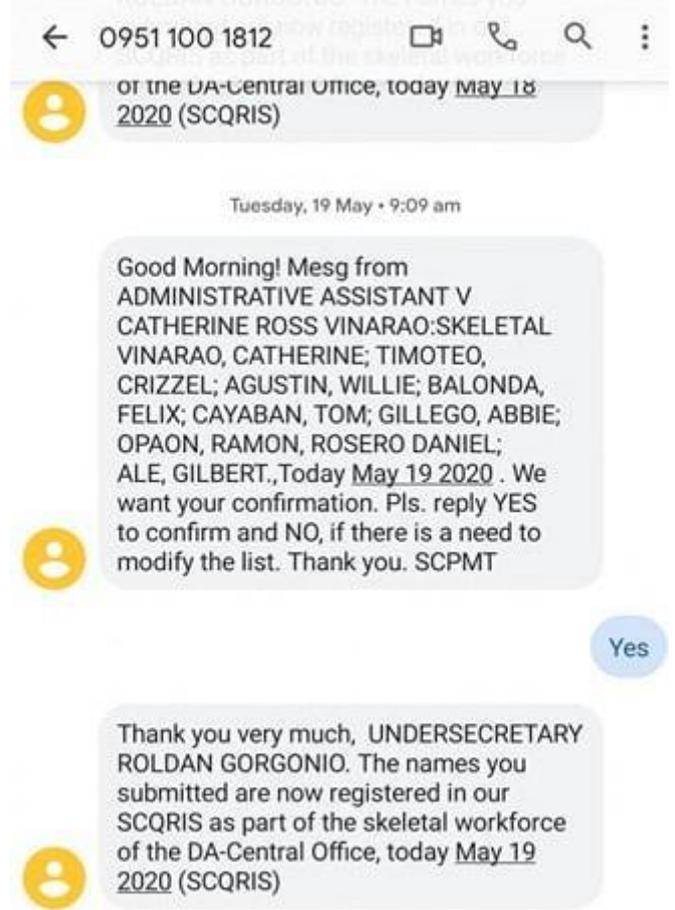


Fig. 2. These are some of the screenshots of the sms-based application maintained by SCPMT DA-CO in monitoring the daily attendance and performance of personnel



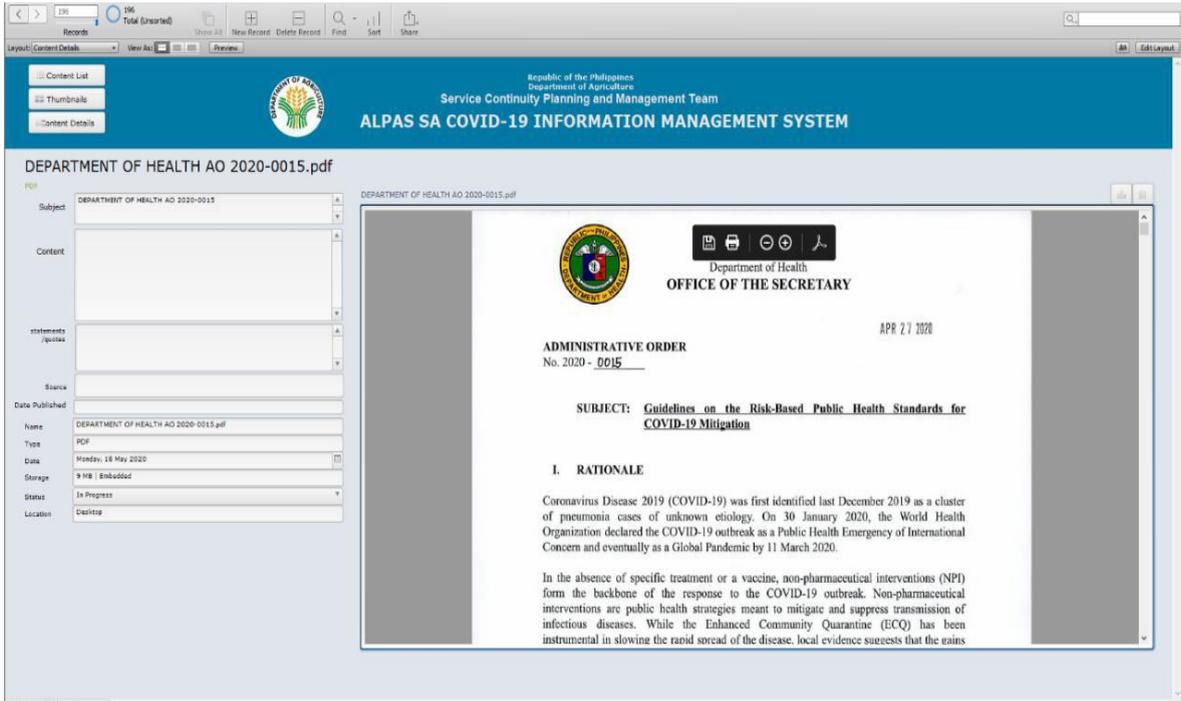


Fig. 5. This presents another database system consolidating all documents or files related to COVID-19 Management for easy access



Fig. 6. This serves as the simple dashboard of the SMS-based Task Force Food Helpline in relation to service continuity.



TASK FORCE FOOD HELPLINE REPORT

As of May 28, 2020 at 4:25:40 PM



No.	Activity Date	Concern	Agency	Sender's CPNo	Reference No	Status
6	Mar 19, 2020	FPASS SUPPLY Goodevening po, may egg store po ako sa aming baranggay. Nagbebenta rin po kami ng ibang basic commodities gaya ng mantika, asukal, bigas, atbp. Kasama po ba kami sa mga establishment na ipapasara during community quarantine? Salamat po..	FPASS	+639277239107	1111363	
7	Mar 19, 2020	SRA Would like to know if your office is still operational, business hours and to whom should we direct our concern to follow up on our sra/da clearance.	SRA	+639209243612	1111377	
8	Mar 19, 2020	FPASS Good day. We need to get official confirmation from DA if people involved in critical agri activities may travel. Activities include plant processing for agri inputs and R&D field trials. Thanks. - Bryan Rivera, Bayer Philippines	FPASS	+639176886678	1111384	
9	Mar 19, 2020	FPASS ako po si maricar oeripulo, vegetable dealer from majayjay laguna, at destinasyon po ng gulay ko ay papuntang quezon province pero eto po ang naging usapan patungkol po s total lockdown ng bayan ng lucban e hindi daw po kame maaring makidaan s kanilang lugar . Paano po naman kaming maliit na magsasaka at byaherong katulad namin	FPASS	+639393044477	1111391	
10	Mar 20, 2020	BAI query	BAI	+639176524249	1111685	
11	Mar 20, 2020	BAI d po palampasin un pipick up po ng feeds namin s boundary ng san antonio quezon at padre garcia batangas po Plate # ndf 8039 Wuq 882 Zps823	BAI	+639175965833	1111692	
12	Mar 20, 2020	ng kumuha ng Conduct Pass para maibenta yung mais namin sa kabilang bayan lang ho? Pababa ng pababa na presyo kasi tapos wala nang mapagbentahan dito sa bayan namin.	BPI	+639159522493	1111699	
13	Mar 20, 2020	FPASS itatanong ko lang po ano ang pwede kong gawin para makalagpas sa mga checkpoints po.taga cabuyao laguna po ako.ako po ay nakabili ng bukid sa pila	FPASS	+639486987044	1111706	

Fig. 7. This shows the sample report generated by the SMS-based Task Force Food Helpline

2. Post-Enhanced Community Quarantine (ECQ) Workplace Precautionary Measures

While some restrictions are being modified and/or eased by the government after the Enhanced Community Quarantine (ECQ), basic measures are still need to be implemented by the Department and each employee as specified in **Annex D** (Paragraph V).

In general, these measures shall be included in the workplace risk assessment that shall cover all risks, including those caused by biological agents, as set out in national occupational health and safety legislation. The SPCMT shall be updated on all applicable advisories and resolutions issued by government agencies to ensure strict compliance thereof.

2.1 Duties and Responsibilities of the Department

Aside from the other duties/responsibilities of the Department as specified in **Annex D** (Paragraph IV) of this document; the Department shall further implement the following:

2.1.1 Alternative Work Arrangements

The Department, through the recommendation of the SCPMT, shall continue to promote and implement alternative work arrangements to maintain social distancing measures and reduce physical contact.

As part of the COVID-19 countermeasures, the Department shall continue to advise the personnel to as much as possible avoid public transport and crowded places. Alternative work arrangements will enable the organization to continue operations while prioritizing the safety of its employees.

The Department shall also encourage employees and service providers to stay home if sick, experiencing a mild cough or low-grade fever (37.8°C or more), or if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may conceal symptoms of infection.

2.1.2 Personal Hygiene and Safety Measures

The Department shall ensure personal hygiene and safety measures are being strictly followed by all employees and service providers as listed in **Annex C**.

The Health and Safety Officer, with the assistance of the AFID, shall coordinate and provide relevant information to all employees and service providers as specified in **Annex A** (Items 1-3). Health Infographics shall be prominently displayed in common areas to encourage personal hygiene and for increased guidance.

To avoid gathering of crowds, information dissemination on the promotion of health advocacies and other initiatives for increased body resistance as protection from COVID-19 and other viruses shall be made through email blasts, audio announcements, and other available mass communication means.

The Health and Safety Officer shall ensure availability of adequate resources and logistics as specified in **Annex A** (Items 6-7).

2.1.3 Cleanliness of the Work Environment

The Department, through the Health and Safety Officer and the General Services Division, shall ensure and maintain the cleanliness of the work environment to reduce the spread and risk of infection as provided in **Annex D** (Paragraphs IC and D).

2.1.3.1 Protocols upon Entry

The Department, through the Health and Safety Officer and the General Services Division, shall ensure strict compliance with entry protocols as provided in **Annex D** (Paragraph IA).

2.1.3.2 Work environment

The Department, through the Health and Safety Officer and the General Services Division, shall ensure strict compliance with disinfection and waste disposal protocols as provided in **Annex D** (Paragraphs IB and C).

2.1.4 Protocol for Determination of Necessary Medical Action

The SCPMT, through the recommendation of the Health and Safety Officer, shall determine appropriate action for employee/s with or without symptoms who have reason/s to suspect infection through the use of the Department of Health Screening Tool for COVID-19 <https://www.doh.gov.ph/2019-nCoV>.

The SCPMT, through the Health and Safety Officer, shall determine if the employee is:

- a. returning from travel to affected areas, within the last 14 days;
- b. returning from travel anywhere else, within the last 14 days; and
- c. unwell, displays flu-like symptoms, and has reasons to suspect exposure to COVID-19.

Based on the results of the decision tools issued by the DOH (ie. DOH Department Memorandum Order No. 2020-0178 on "Interim Guidelines on Health Care Provider Networks During the COVID-19 Pandemic), appropriate actions shall be executed as necessary.

While waiting for advice from the nearest health facility or hospital, the designated medical personnel shall ensure strict compliance with all the measures provided in **Annex D** (Paragraph III).

2.1.5 Accommodation of Clients and Visitors

The Department, through the Health and Safety Officer and the General Services Division, shall ensure strict compliance with the precautionary measures provided in **Annex D** (Paragraphs I and II) on accommodating clients and visitors. These include submission of a duly accomplished Health Declaration Form (**Annex E**); disinfection of all inbound vehicles and equipment; practicing of social distancing; avoiding face to face meetings; and the use of PPEs.

2.1.6 Organizing Meetings, Events, and Deploying Employees for Field Work

As much as possible, the Department discourages non-essential face-to-face meetings and/or events. Thus, alternative means to conduct internal and external meetings, trainings, and seminars to maintain social distancing measures and reduce physical contact shall be promoted and implemented.

Otherwise, the Department shall be guided with the following key considerations as prescribed by the World Health Organization (WHO).

2.1.6.1 Before the Meeting or Event

Before a meeting or event, the concerned office of the Department shall:

- a. Check and follow the advice from the authorities in the community where the meeting or event is to be conducted.
- b. Develop and agree on a preparedness plan to prevent infection at the meeting or event, and consider the following questions:
 - Whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
 - Could the meeting or event be scaled down so that fewer people attend?
- c. Verify information and communication channels in advance with key partners such as public health and health care authorities.
- d. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. The Department shall have masks available to offer anyone.

- e. Actively monitor where COVID-19 is circulating and advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
- f. Make sure all organizers, participants, caterers, and visitors at the event provide contact details: mobile telephone number, email, and address where they are staying. The organization shall consider relevant data privacy laws, i.e. Data Privacy Act of 2012, and state clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. Anyone who does not agree to this condition cannot attend the event or meeting.
- g. Identify a room or area where any person who is feeling unwell or has symptoms can be safely isolated.
- h. Have a plan on how to safely transfer the sick person to a health facility.
- i. Know the protocols if a meeting participant, staff member, or service provider tests positive for COVID-19 during or just after the meeting.
- j. Agree in advance on a plan with your partner health care provider or health department.
- k. Develop and agree on a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 such as dry cough, fever and malaise.

2.1.6.2 During the Meeting or Event

During the meeting or event, the concerned office of the Department shall:

- a. Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.
- b. Build trust. For example, as an icebreaker, practice ways to say hello without touching.
- c. Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.
- d. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins for disposal.
- e. Provide contact details or a health hotline number that participants can call for advice or to give information.

- f. Display dispensers of alcohol-based hand rub prominently around the venue.
- g. If there is space, arrange seats so that participants are at least 1 meter apart.
- h. Open windows and doors whenever possible to make sure the venue is well ventilated.
- i. If anyone starts to feel unwell, follow preparedness plan or call health facility hotline. Depending on the situation in the area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask.

2.1.6.3 After the Meeting or Event

After the meeting or event, the concerned office of the Department shall:

- a. Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- b. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should inform participants. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- c. If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.8° C or more) they should stay at home and self-isolate. This means avoiding close contact of less than one meter with other people, including family members. They should also call their health care provider or the local public health department, giving them details of their recent travel and symptoms.

2.1.6.4 Deploying Employees for Field Work

As much as possible, the Department shall defer from deploying employees for field work unless deemed necessary to the continuity of the service. The Department, through the Health and Safety Officer, shall be updated on the latest relevant advisories from the IATF, DOH and the Civil Service Commission.

If field work is absolutely essential, employees are encouraged to observe personal hygiene and safety measures, use PPEs and maintain social distancing. The Department shall provide additional assistance as be necessary.

2.2 Responsibilities of Employees and Service Providers

2.2.1 Personal Hygiene and Safety Measures

All employees and service providers shall be guided by **Annexes C to C-2** detailing personal hygiene and safety measures and the proper use of a face mask.

Personal hygiene and safety measures shall be observed whether the employee or service provider is inside or outside the workplace to reduce potential risk of infection and the spread of infection.

It is recommended that each employee or service provider carry a personal toiletry bag for his/her own protection.

Also, all employees and service providers must increase their physical and mental resilience by practicing the following daily healthy habits:

- a. Eating nutritious and well-cooked food;
- b. Drinking plenty of fluid;
- c. Having adequate rest and at least eight (8) hours of sleep;
- d. Exercising regularly;
- e. Taking vitamins to boost immune systems; and
- f. Getting at least 30 minutes of sunshine daily.

Heads of offices are directed to regularly remind their respective personnel complement of the foregoing through appropriate information methods.

2.2.2 Cleanliness of the Work Environment

All employees and service providers shall be guided by **Annex D** (Paragraph I) of this document in maintaining the cleanliness of their respective work environment.

In addition, the individual shall ensure that applicable cleanliness measures are also observed at home to reduce potential risk of infection and the spread of infection.

2.2.3 Protocol for Determination of Necessary Medical Action

All employees and service providers shall be guided by the Department of Health (DOH) Screening Tool for COVID-19 <https://www.doh.gov.ph/2019-nCoV> if:

- a. returning from travel to affected areas, within the last 14 days;
- b. returning from travel anywhere else, within the last 14 days;
- c. feeling unwell, develop flu-like symptoms, and has reasons to suspect exposure to COVID-19.

Based on the results of the decision tools issued by DOH, appropriate actions shall be executed.

While waiting for advice from the nearest health facility or hospital, the concerned employee shall strictly observe the measures outlined in **Annex D** (Paragraph III).

2.2.4 Attending Meetings, Events and Field Work Protocol

Before attending a meeting, event, or reporting for field work, an employee shall verify if:

- Physical presence is required. Communicate with the organizer if digital or virtual attendance is possible; and
- It is safe to go outside. Check advisories and issuances from the IATF, DOH, LGU and other government agencies.

If the employee deems his/her physical presence necessary and has verified that access is being allowed by respective LGUs in order to reach the destination, the personnel may attend the meeting, event, or report to the field work.

The employee shall strictly observe personal hygiene and safety measures, use PPEs and observe social distancing at all times.

3. Issuance of Supplemental Guidelines by Bureaus, RFOs and Attached Agencies and Corporations

The Heads of Bureaus, RFOs and Attached Agencies and Corporations are directed to issue their respective guidelines to supplement this Guide; consistent with applicable issuances from relevant government entities such as the IATF, DOH and the Civil Service Commission.

4. Reasonable Office Rules and Regulations

The provisions of this Guide and of Annex D (Precautionary Measures) shall constitute as reasonable office rules and regulations, violation of which shall be a ground for administrative action/s in the case of organic employee or non-renewal of contract, in the case of Contract of Service (COS) personnel without prejudice to applicable civil and criminal actions.

Annex A

Roles and Responsibilities of the Health and Safety Officer and His/Her Alternate

The Health and Safety Officer shall:

1. Actively monitor the development of the pandemic and stay updated on the latest issuances of the Philippine Government.
2. Coordinate with the SCPMT, the ICTS and all employees to ensure effective communication and implementation of procedures as called for by the authorities and/or the Department.
3. Coordinate with AFID and Records Division on the provision of relevant information to employees such as:
 - measures on personal hygiene;
 - appropriate personal protective equipment and procedures on proper use;
 - medical devices and procedures on proper use;
 - social distancing measures; and
 - work environment measures.
4. Ensure the daily conduct of temperature and symptom monitoring of employees and all clients and visitors before entering work/office premises and prior to leaving the work/office premises.
5. Monitor closely, all employees, clients, and visitors that show symptoms and high fever. Procedures upon detection of visitors and employees that show symptoms shall be carried out as guided by the Department of Health (DOH) Screening Tool for COVID-19 <https://www.doh.gov.ph/2019-nCoV>.
6. Ensure, through the GSD and Procurement Division, availability of adequate supplies of the following:
 - medical devices (thermometers, thermal scanners, if possible),
 - face masks
 - soap
 - alcohol based hand sanitizers containing at least 60% ethanol or isopropanol,
 - medicine for flu, common colds, sore throat, etc.
 - tissues or disposable wipes,
 - wastes bins; and
 - trash bags.
7. Ensure, through the GSD and Procurement Division, availability of hand soaps in washrooms and alcohol based hand sanitizers containing at least 60% ethanol or isopropanol on all entry/ exit points and common areas.
8. Maintain an updated contact information database of all employees with at least the following information: name, mobile number, email address, and home address.

Annex B

Alternative Work Arrangements

I. AMAS – Full Operation

II. The following offices shall work under a skeletal workforce:

1. Office of the Secretary
2. Office of the Undersecretaries
3. Office of the Assistant Secretaries
4. Office of the Service Directors (except as otherwise provided)

III. The following offices are to work under a combination of skeletal workforce and Work-From-Home arrangement:

1. HRDD
2. Policy Research Service
 - a. Macro- Economic Policy Division
 - b. Food, Agriculture and Fisheries Policy Division
 - c. International Affairs Division
3. Internal Audit Service
 - a. Operations Audit Division
 - b. Management Audit Division
4. Project Development Service
 - a. Project Identification and Evaluation Division
 - b. Project Packaging and Resource Mobilization Division
5. Banner Programs:
 - a. ACEF SCHOLARSHIP
 - b. ACEF PMS
 - c. PPP UNIT
 - d. FMR
 - e. MAV
 - f. GAD
 - g. TRU
6. Field Operations Service (FOS)
 - a. Field Programs Operational Planning Division
 - b. Field Programs Coordination and Management Division
 - c. Special Projects Coordination and Management Assistance Division
7. Legal Service
 - a. Litigation and Adjudication Division
 - b. Research and Regulation Division
7. Financial & Management Service (FMS)
 - a. Budget Division
 - b. Accounting Division
 - c. Management Division

8. Administrative Service
 - a. Personnel Division
 - b. Procurement Division
 - c. General Services Division
 - d. Agricultural and Information Division (AFID)
 - e. Records Division

9. Information and Communications Technology Service (ICTS)
 - a. ICT Planning and Standards Division
 - b. Systems and Application Development Division
 - c. Network Operations and Management Division
 - d. Database Management Division

10. Planning and Monitoring Service
 - a. Planning & Programming Division
 - b. Investment Programming Division
 - c. Monitoring & Evaluation Division

11. Banner Programs:
 - a. HVCC
 - b. NATIONAL RICE AND CORN PROGRAM
 - c. NATL LIVESTOCK PROGRAM
 - d. PRDP
 - e. 4KS
 - f. HALAL
 - g. SAAD
 - h. NOAP
 - i. NCI

7. Food Development Center (FDC)

In maintaining the skeletal workforce, the Department ensures the continuity of service. Fifty percent (50%) of the total personnel per office must physically report while the remaining fifty percent (50%) may opt to work-from home subject to other limitations as provided in these guidelines (e.g., by reason of age, health and pregnant women).

Annex C

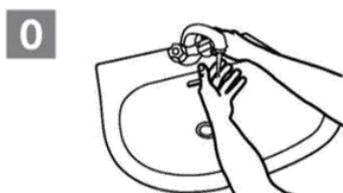
Personal Hygiene and Safety Measures

- Wash hands regularly and thoroughly with soap and water. Use alcohol based hand sanitizers containing at least 60% ethanol or isopropanol when soap and water are not available. Follow the steps as prescribed by the World Health Organization as indicated in page 24.
- Cover your mouth when coughing and sneezing. Use a tissue or cough and sneeze into bent elbow if tissue is not available. Dispose used tissues properly and disinfect hand immediately after (*see infographic in page 25*).
- Wear a mask while inside the premises as prescribed by the IATF and LGU. Used mask should be disposed properly. Follow the steps on how to put on, take off, and dispose mask as prescribed by the World Health Organization as shown in Annex C.2.
- Avoid touching the eyes, nose, and mouth.
- Avoid physical contact such as hand shaking.
- Avoid sharing food, utensils, and personal hygiene items.
- Practice social distancing as prescribed by the DOH.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



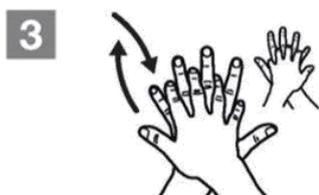
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



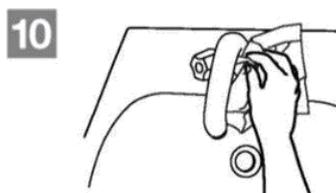
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

Source: World Health Organization

Coughing and sneezing etiquette



Cover your mouth and nose with a tissue.



Dispose of your tissue properly.



If there is no tissue, cough or sneeze into the bend of elbow – not your hand.



If you sneeze or cough into hand, wash your hands as soon as possible.

Source: US Centres for Disease Control and Prevention

Source: US Centers for Disease Control and Prevention (<https://www.cdc.gov/>)

Annex C.1

When to Use a Mask

Under Section J of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) Resolution No. 18 Series of 2020, *“for areas placed under ECQ, the IATF hereby adopts the policy of mandatory wearing by all residents of face masks, ear loop masks, indigenous, reusable or do-it-yourself masks, face shields, handkerchiefs, or such other protective equipment that can effectively lessen the transmission of COVID-19, whenever allowed to go out of their residences pursuant to existing guidelines issued by the national government.”*³

Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.⁴

If you wear a mask, then you must know how to use it and dispose of it properly. For proper wearing and disposal of masks, refer to Annex C.2.

Sources:

1. Department of Health (<https://www.doh.gov.ph/COVID-19/IATF-Resolutions>)
2. World Health Organization (<https://covid19.who.int/>)

Annex C-2

How to Put On, Use, Take Off, and Dispose of a Mask



How to put on, use, take off and dispose of a mask

1



Before putting on a mask, wash hands with alcohol-based hand rub or soap and water

2



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water

3



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks

4



To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

Annex D

Pre-cautionary Measures

I. Reducing Transmission of COVID-19¹

To reduce transmission of COVID-19 and of similar pathogens and diseases, the following protocols shall be observed:

A. Prior to entering the workplace:

1. All employees and guests/clients shall:
 - a. Wear face mask;
 - b. Be subject to mandatory thermal scanning and use of hand sanitizer/alcohol:
 - Individuals with body temperature of 37.8 degree Celsius and above with cough and cold shall be denied entry and shall be advised to seek immediate medical attention. Concerned personnel shall inform their immediate supervisor of their condition within 12 hours.
 - Those on duty or visitors who subsequently exhibit COVID-19-like symptoms after being allowed entry into the DA premises shall be immediately escorted by designated medical personnel to the designated Holding Area before conveyance to a hospital, if necessary. Medical personnel assigned to assess "suspect" individuals shall be provided the appropriate medical grade Personal Protective Equipment (PPEs), which shall include but are not limited to insulation suits, face masks, goggles, face shields, and/or gloves.
 - c. Spray alcohol/sanitizers on both hands and use foot baths;
 - d. Guests and clients shall submit a duly accomplished Health Declaration Form (**Annex E**).
2. In-bound vehicles and equipment must undergo disinfection process through facilities (e.g. spraying) set up for the purpose;
3. All employees, guests and clients shall practice the prescribed social distancing of at least one-meter radius to the next person. Security personnel shall ensure that this rule is complied with, particularly, in cases where long queues are present.
4. Security staff tasked with the conduct of thermal scanning, vehicle disinfection activities and overall maintenance of order shall be provided with appropriate PPEs.

¹Department of Health Administrative Order No. 2020-0015 dated April 27, 2020 paragraph C-2

B. Inside the workplace or at operating areas:

1. All employees, guests and/or and clients shall:

- a. Wear face mask at all times and remove the same only when eating/drinking. Makeshift cloth masks maybe used.

Employees providing frontline services (i.e. services to and/or that entails face-to-face interaction with the general public such as in those assisting in food markets or are doing Rapid Pass processing) shall be provided appropriate PPEs.

- b. Practice social distancing. For queues, colored markings shall be taped on the floor at one meter apart.
- c. Strictly observe proper etiquette when coughing.
- d. Avoid congregating and engaging in long conversations.
- e. Avoid communal eating, as it is highly discouraged. Employees shall eat individually at their respective workstations and properly dispose of their leftovers. If the same is not possible, social distancing shall be maintained.
- f. Practice hand hygiene as often as necessary and avoid touching their eyes, nose, and mouth. Regular handwashing throughout the day shall be observed. For this purpose, handwashing with soap and water is recommended at or around 09:00am, 12:00nn and 03:00pm.
- g. Any mass and religious gatherings are suspended. Mass gathering is defined as any congregation of more than eight (8) individuals.
- h. All non-essential local and foreign travels are suspended.
- i. Employees reporting for the first time since the start of the quarantine on March 15, 2020 shall present a medical certificate of his/her being fit to work from the Barangay Health Emergency Response Team (BHERT), City Health, private doctor or a reputable government or government-accredited medical facility. The medical certificate should be issued not more than three (3) calendar days prior to reporting to office.
- j. All employees shall submit a duly accomplished Health Declaration Form. Heads of Offices shall ensure submission hereof.
- k. All employees shall daily monitor their temperature through the Temperature Monitoring Log. (**Annex E-2**).

C. Specific duties for the janitorial staff: The janitorial staff must ensure that:

- a. Frequently handled objects such as doorknobs, switches, toilet facilities are cleaned and disinfected regularly, or at least once every two (2) hours.

- b. All work stations and/or other surfaces (e.g. tables, chairs and keyboards) are regularly cleaned and disinfected at least once a day.
- c. The holding area (as mentioned in II.A hereof) and eating areas are cleaned and disinfected immediately after every use.

D. Specific Duties of the General Service Division:

- a. Ensure that all washrooms and toilets shall have sufficient clean water and soap; and
- b. Make available hand sanitizers/alcohol in corridors, conference areas, elevators, biometric machine areas and other common areas.

II. Reducing Contact²

To minimize contact rate between and among employees, guests and/or clients, aside from adopting alternative work arrangements; the following strategies are adopted:

- a. As much as possible, all meetings and/or consultations shall be conducted without face-to-face interaction and conducted through tele or videoconferencing. If face-to-face interaction is absolutely required, meetings and/or consultations shall be limited to the least number of attendees possible and the shortest possible duration. Face-to-face meetings shall be conducted subject to the protocols on the wearing of face mask and social distancing.
- b. Short-Messaging-System (SMS)–Based Helplines and online systems for assisting stakeholders/ clients shall be maximized (Pls. see pages no. 10-14)
- c. Work/operation areas shall be arranged/designed to facilitate the practice of social distancing and/or to allow for unidirectional movement in aisles, corridors or walkways, when applicable. Plastic barriers and the like between tables and rooms are highly encouraged. Document receiving stations shall be designated to provide for least face to face contact.
- d. In general, the number of employees inside work/operation areas shall conform to the social distancing protocol.
- e. The use of stairs, instead of elevators is encouraged subject to social distancing and practice going up on the right, and left for going down. If more than two stairways are accessible, one stairway may be used exclusively for going up and another for going down.

²Department of Health Administrative Order No. 2020-0015 dated April 27, 2020 paragraph C-3

- f. Elevators shall be limited to four (4) persons per lift and subject to social distancing. Colored markings inside the elevators shall designate where personnel are to remain standing until egress.
- g. Security personnel shall always ensure physical distancing and observance of minimum health protocols.
- h. Canteen/cafeteria operators shall operate strictly on a take-out basis only, unless already advised otherwise by the Head of office. In this case, social distancing between dine-in patrons shall be observed by limiting the number of seats to half per table and tables being spaced at least four meters from one another.

III. Reduce Duration of Infection³

To reduce the risk of infection of COVID-19 where employees within the work/operation areas show symptoms of COVID-19 or other infections:

1. In the event that an employee is deemed a "**suspect**" as having COVID-19:
 - a. The personnel shall immediately proceed to the designated Holding Area. It shall be understood that he/she shall not take off her face mask at any given time;
 - b. Medical personnel attending to the employee should wear appropriate PPEs;
 - c. In case the symptoms indicate that the concerned employee requires medical attention and/or services provided by a hospital, transportation to the nearest hospital shall be provided. Servicing drivers and other assisting personnel, if necessary, shall likewise be provided appropriate PPEs;
 - d. Medical personnel shall immediately inform the "**suspect's**" immediate supervisor and submit a written Incident Report within 24-hours to the Health and Safety Officer. Thereafter, the medical personnel shall submit a Notification Form (**Annex E-1**) to the Health and Safety Officer. Further, the medical personnel shall immediately undertake DOH contact tracing protocols to determine "**close contact**" individuals who will have to undergo a 14-day self-quarantine or other necessary interventions in case of actual sickness within the quarantine period. Before they are asked to leave the office for their respective homes, the medical personnel shall provide the "**close contact**" individuals with instructions and information relative to DOH quarantine protocols, including monitoring of symptoms and possible next steps and other processes relative to COVID-19;

³Department of Health Administrative Order No. 2020-0015 dated April 27, 2020 paragraph c-4

- e. Work/operation areas deemed contaminated shall be immediately vacated and thereafter decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant). Use of said work/operation areas shall be allowed only after 24 hours from decontamination. Decontamination/janitorial staff shall be provided appropriate PPEs; and
 - f. If the suspect personnel obtains conclusive negative test results for COVID-19, he/she may be allowed to return to work upon presentation thereof and a medical clearance that he/she is fit to work from the Barangay Health Emergency Response Team (BHERT), City Health, private doctor or a government or government-accredited medical facility. The same shall apply to all personnel with whom the suspect personnel have had contact with.
 - g. In addition, DOH Department Memorandum Order No. 2020-0178 on *"Interim Guidelines on Health Care Provider Networks during the COVID- 19 Pandemic"* shall likewise be followed.
2. In the event that personnel is sick or has fever but is not suspected to have COVID-19 (e.g. urinary tract infection, wound infection or any diseases not related to lungs or respiratory tract), the immediate supervisor must advise the personnel to take prudent measures to limit the spread of communicable diseases, as follows:
- a. Stay at home and keep away from work or crowds;
 - b. Take adequate rest and take plenty of fluids;
 - c. Practice personal hygiene to prevent spread of disease; and
 - d. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak.

IV. Duties of the Department – Relative to the foregoing and the overall role of the Department as a public entity involved in the COVID-19 Response, shall:

- a. Continue providing guidelines for the prevention and control of COVID-19. Advocacy and IEC programs shall be taken from the IATF, DOH, WHO and other reliable sources of information on COVID-19;
- b. Continue ensuring access by personnel to healthy food and clean water;
- c. Continue ensuring access to basic hygiene facilities such as toilets, handwashing areas and providing materials for health and safety (e.g. water, soap, alcohol/ sanitizer, disinfectant);
- d. Continue ensuring a clean and healthful work environment;

- e. Continue to protect its workforce through provision of PPEs and other support commodities, lodging, and transportation services as necessary and practical;
- f. Maintain a Holding Area complete with staff and the necessary equipment and PPEs;
- g. Designate a COVID-19 hotline for employees to report symptomatic cases and provide a daily monitoring scheme of cases with "**suspect**" condition; and
- h. Designate an overall COVID-19 Health and Safety Officer who shall ensure compliance with these Guidelines and recommend appropriate actions and measures to the Head of Office.

V. Post Community Quarantine Scenario⁴

Prior to the resumption of normal office operations, the following activities and precautionary measures should be implemented:

- a. Continuous 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. Continuous 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.
- c. Further modification of the workplace layout, if needed, to ensure observance of physical distancing requirements of those who will be reporting to the office. ⁵

⁴ Section 6 on "Omnibus Guidelines on the Implementation Community Quarantine in the Philippines" - areas where no normal community quarantine is in place can be considered as being under new normal

⁵ CSC Revised Interim Guidelines for Alternative Work Arrangement

Annex E

Health Declaration Form

Full Name:	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
Nationality:			
Sex:			
Age:			
Contact Number:			
Email Address:			
Address in the Philippines:			
Foreign countries you have worked, visited, transited or travelled to in the past 14 days?			
Cities in the Philippines you have worked, lived, or transited in the past 14 days?			
Have you been sick in the past 30 days?	<input type="checkbox"/> Yes <i>Describe condition:</i>	<input type="checkbox"/> No	
Did you have any of the following in the last 14 days: fever, colds, cough, sore throat, or difficulty in breathing?	<input type="checkbox"/> Yes <i>Please specify:</i>	<input type="checkbox"/> No	
Have you been in close contact with farm animals or exposed to wild animals in the past 14 days?	<input type="checkbox"/> Yes <i>Describe circumstance:</i>	<input type="checkbox"/> No	
<p><u>Declaration:</u></p> <p>The information I have given herein is true, correct, and complete. I understand that failure to answer any question or any falsified response may have serious consequences. (RA 11332 also otherwise known as "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act" and Articles 171 and 172 of the Revised Penal Code of the Philippines.</p>			

Name and Signature

Date:

Annex E-1

Notification Form for Employees

Suspected infection case of employee

Name:		Location of quarantine:
Position:	Department/Division:	Contact Number:
Address:		
Symptoms: <input type="checkbox"/> Fever <input type="checkbox"/> Dry Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Sore Throat <input type="checkbox"/> Others: (specify) _____ <input type="checkbox"/> Runny Nose		
Date and Time of fever onset:		
Date and Time of quarantine:		
Travel history with the last 14 days		
Countries visited:		
Flights taken:		

I attest that the information provided are true and accurate to the best of my knowledge.

Signature over printed name: _____ Date: _____

Healthy and Safety Officer signature over printed name: _____

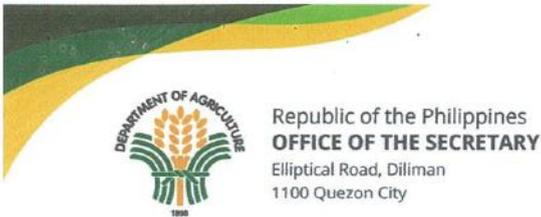
Annex E-2
Temperature Monitoring Log

Name:				
Department/Division:				
Date		Temperature reading		
		Reading at Time – In	Employee's Signature	Employee's Signature
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				
Day 13				
Day 14				

The employee/visitor shall keep a record of the temperature monitoring log. Each form is recommended to reflect temperature log every 14 days.

Coordinate with the Health and Safety Officer should your temperature reading be above 38°C.

Annex F
SCPMT Resolution No. 001-2020
“Guidelines on the Grant of the COVID-19 Hazard Pay”



RESOLUTION NO 001-2020

Service Continuity Planning and Management Team (SCPMT)
Created under Special Order No. 346 dated March 19, 2020

GUIDELINES ON THE GRANT OF THE COVID-19 HAZARD PAY

WHEREAS, the Office of the President issued Administrative Order No. 26¹ dated March 23, 2020 Re: Authorizing the Grant of Hazard Pay to Government Personnel who Physically Report for Work During the Period of Implementation of an Enhanced Community Quarantine Relative to the COVID-19 Outbreak;

WHEREAS, The Department of Budget and Management (DBM) issued Budget Circular No. 2020-1² dated March 24, 2020 Re: Guidelines on the Grant of the COVID-19 Hazard Pay;

WHEREAS, Section 4.0 of the DBM Circular No. 2020-1 provides the Guidelines and Conditions on the Grant of the COVID-19 Hazard Pay as follows:

4.1 The COVID-19 Hazard Pay to be granted shall not exceed P500/day per person, which shall be computed as follows:

$$\text{COVID-19 Hazard Pay} = \text{P500} \times \text{No. of Days Physically Reporting for Work During the Quarantine Period}$$

4.2. The personnel are occupying regular, contractual or casual positions, or are workers engaged through Contract of Service (COS), Job Order (JO) or other similar schemes;

4.3 The personnel/workers have been authorized to physically report for work at their respective offices or work stations on the prescribed official working hours by the head of agency/office during the period of implementation of Enhanced Community Quarantine measures in the area of such office or work station;

x x x

4.7 The COVID-19 Hazard Pay of an employee on detail to another government agency shall be granted by the parent agency;

WHEREAS, Sub-section 5.1.1 of Section 5.0 entitled Funding Source states that:

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with prosperous farmers and fisherfolk



For NGAs, including SUCs:

“The amount required for personnel occupying regular, contractual or casual positions shall be charged against their available released Personnel Services (PS) allotments, while the amount required for COS or JO workers shall be charged against their available released Maintenance and Other Operating Expenses (MOOE) allotments, without the need for prior authority from the DBM, provided that all authorized mandatory expenses shall have been paid first.”

WHEREAS, Section 10 of DBM Circular entitled Retroactive Application states that:

“The grant of the COVID-19 Hazard Pay shall be effective beginning March 17, 2020.”

WHEREAS, as discussed in a video-teleconference by the Service Continuity Planning Management Team which was held last April 14, 2020, skeletal workforce who reported during Saturdays and Sundays shall also be paid hazard pay;

WHEREAS, as agreed by the Service Continuity Planning Management Team, the following documentary requirements shall be attached to support the facilitation of the processing of the COVID-19 Hazard Pay:

- 1) Approved List of Skeletal Workforce signed by the heads of services, divisions, units, projects, programs that are authorized to report as per Administrative Orders No. 8 and 12 on the designated dates; (1st week to 4th week)
- 2) List of Skeletal Workforce validated in the Service Continuity Quick Response Information System (SCQRIS) which is SMS based as confirmed by the heads of offices (5th week onwards)
- 3) Accomplishment Report;
- 4) Duly Accomplished Daily Time Record or
- 5) FORM 48/Certified photocopy of time-in/time-out registry from logbook in lieu of DTR;

NOW THEREFORE THE SERVICE CONTINUITY PLANNING MANAGEMENT TEAM (SCPMT) RESOLVES, AS IT IS HEREBY RESOLVED, TO APPROVE THE PAYMENT OF HAZARD PAY EFFECTIVE MARCH 17, 2020.

IN WITNESS, we have set our hands this 22nd day of April 2020 at the Department of Agriculture, Elliptical Road, Diliman, Quezon City.

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UNDERSECRETARY ROLDAN G. GORGONIO
Chairperson, SCPMT

ATTY. ROLAND A. TULAY
Chairperson, Secretariat

ATTY. BENITO V. DANGAZO
Head, Technical Working Group

DIRECTOR MIRIAM C. CORNELIO
Member, Technical Working Group

TELMA C. TOLENTINO
Member, Technical Working Group

ATTY. MELINDA D. DEYTO
Member, Secretariat

JUNIBERT E. DE SAGUN
Member Secretariat

CHERYL C. SUAREZ
Member, Secretariat

JESSAMIN B. ARANAS
Member Secretariat

APPROVED/DISAPPROVED:

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

In replying pls cite this code :
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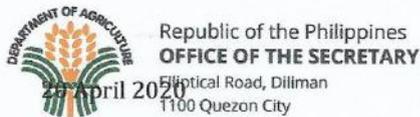
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¹Administrative Order No. 26 issued by the Office of the President *with prosperous farmers and fisherfolk*
²DBM Budget Circular No. 2020-1



Annex G

Guidance for the Grant of Additional Benefits in the Form of One Sack of Rice (25 kgs.) for DA Skeletal Workforce



MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
INCLUDING CONTRACT OF SERVICE (COS) PERSONNEL
DA-CENTRAL OFFICE

FROM : 
USEC. ROLDAN C. GORGONIO
Undersecretary for Administration and Finance
and Chairperson, Service Continuity Planning and Management
Team

SUBJECT : GUIDELINES FOR THE GRANT OF ADDITIONAL BENEFIT IN
THE FORM OF ONE (1) SACK OF RICE (25 KGS) FOR DA
SKELETAL WORKFORCE

As per memorandum of the Secretary dated 20 April 2020 Re: Grant of Additional Benefits for DA Skeletal Workforce in the form of one (1) sack of rice (25 kgs), the following are guidelines to the grant of the said benefit:

- As stipulated in Items 2 and 3 of Administrative Order No. 12 dated April 13, 2020 Re: Revised COVID-19 Guidelines on Service Continuity and Precautionary Measures in the Workplace, the following services were identified to deliver frontline and essential services thus requiring them to maintain either their full personnel complement or a skeletal workforce:
 - Agribusiness and Marketing Assistance Service (AMAS)
 - Information and Communications Technology Services (ICTS)
 - Field Operations Service (FOS)
 - Financial and Management Service (FMS)
 - Administrative Service
- Employees belonging to the above offices, including the Office of the Secretary, who have physically reported to the office for eight (8) days or more for the period March 16, 2020 to April 30, 2020
- The respective Heads of the abovementioned offices shall submit to the Personnel Division the names of the eligible employees.

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- The respective Heads of the abovementioned offices shall submit to the Personnel Division the names of the eligible employees.
- The above guidelines will likewise apply to Bureaus, Regional Field Offices (RFOs), Attached Agencies and Corporations

For your information and guidance.

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with prosperous farmers and fisherfolk*



Annex H

Memorandum from the Secretary dated April 6, 2020

7 10 1



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM FROM THE SECRETARY

FOR : USEC. ROLDAN G. GORGONIO
Undersecretary for Administration and Finance and Chair of the Service Continuity Policy and Management Team

DATE : APRIL 06, 2020

SUBJECT : GRANT OF AUTHORITY RE: DISSEMINATION BY INDIVIDUAL PERSONNEL OF RELEVANT INFORMATION ON DEPARTMENT OF AGRICULTURE (DA) PROGRAMS, PROJECTS, AND RELATED MATTERS, PARTICULARLY ON THE DEPARTMENT'S INTERVENTIONS RELATIVE TO THE CURRENT EMERGENCY SITUATION DUE TO THE COVID-19 PANDEMIC

It is in the exigency of public service that the Department of Agriculture is able to reach out to the greatest number of our stakeholders, as possible, to inform them of the various programs and projects of the department, particularly those in which they may be interested to participate, especially in this time of national emergency. An aggressive information campaign should be undertaken to achieve this.

While the DA has its Agriculture and Fisheries Information Division (AFID), the goals of said information campaign will be greatly facilitated if department personnel will individually disseminate the information we need to put out to the public.

Accordingly, please issue a directive, in this regard, guided by the following parameters:

- (a) That all are encouraged to disseminate official information on DA programs and projects and related matters, especially those concerning the department's intervention in this time of national emergency due to the COVID-19 pandemic. For this purpose, information for dissemination shall be the posts of this Secretary and any relevant content in the DA Facebook account;
- (b) That the dissemination of said posts / information may be through *reposts* using individual/personal Facebook and other social media accounts or through other reasonable means of online information dissemination, provided that only accurate information is given out. (e.g. e-mails, blogs; however, chats will not be considered as a sufficient form for information dissemination for the present purposes);
- (c) That the dissemination of information pursuant to this Memorandum shall be considered part of the accomplishment of concerned personnel, and is especially expected of staff assigned to do work under the Work-from-Home Arrangement.

As Chairperson of the Service Continuity Policy and Management Team (SCPMT), you are hereby granted authority to employ the Service Continuity and Quick Response Info System to monitor compliance with the directive for information dissemination.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

A food-secure Philippines
with prosperous farmers and fisherfolk



Information on COVID-19 public advisories

For information on public advisories relative to COVID-19, please refer to the following:

OFFICIAL COVID-19 PHILIPPINES WEBSITE:

<http://www.covid19.gov.ph/>

Department of Health (DOH)

<http://www.doh.gov.ph/2019-nCov/>

Department of Trade and Industry (DTI)

<https://www.dti.gov.ph/covid19/>

Department of Labor and Employment (DOLE)

<https://www.dole.gov.ph/covid-19-mitigating-measures/>

Department of Interior and Local Government (DILG)

<https://www.dilg.gov.ph/>

Department of Information and Communications Technology (DICT)

<https://dict.gov.ph/>

Department of Foreign Affairs (DFA)

<https://www.dfa.gov.ph/covid-19-advisories>

Department of Transportation (DOTr)

<http://dotr.gov.ph/>

Department of Agriculture (DA)

<http://www.da.gov.ph/>

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