



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

04 August 2020

ADMINISTRATIVE ORDER

No: 26

Series of 2020

SUBJECT : GUIDELINES ON SERVICE CONTINUITY AND PRECAUTIONARY MEASURES IN THE WORKPLACE DURING THE MODIFIED ENHANCED COMMUNITY QUARANTINE (MECQ)

On August 02, 2020, President Rodrigo Duterte placed Metro Manila and the provinces of Bulacan, Cavite, Laguna and Rizal under **Modified Enhanced Community Quarantine (MECQ) from August 4 - 18, 2020;**

On August 03, 2020, Executive Secretary Medialdea, by Authority of the President, issued Memorandum Order No. 79 titled: **Operational Capacity to be Adopted by Government Agencies and Instrumentalities During a Modified Enhanced Community Quarantine**, citing, among others, Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 2020, Providing for the 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 the COVID-19 Pandemic;

In view of, and conformably with the foregoing related policy directives, this Memorandum is issued to govern service continuity at the Department of Agriculture during the August 4-18, 2020 MECQ period:

Section 1. Operational Capacity / Work Arrangements

A. With respect to the DA Central Office

1. With the exception of the Agribusiness and Marketing Assistance Services (AMAS), which shall be in full operation, all other services, offices, and units shall, in general, implement a **50% on-site work - 50% work-from-home (WFH) work schedule with a two-week rotation scheme**. These arrangements (i.e. for AMAS and the rest of the DA services/ offices/ units) shall however be subject to the provisions /limitations relating to vulnerable personnel and those who tested positive for the SARS-CoV-2. Accordingly:
 - a. Heads of Services, Offices, Units (e.g. program offices) shall submit the work schedule to the Secretary through the Undersecretary for Administration and Finance, which shall include a description of the work to be performed or expected output / deliverables of each of the member of the staff.

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In this regard, as Heads of offices shall adopt a clear output-based system. Personnel should be given tasks to be performed to the full extent possible in terms of man-days per work week.


- b. All members of the staff of the different offices (organic and Contract of Service personnel) shall submit their detailed work plans to cover their respective two-week on-site work and two-week WFH schedule. These shall be approved by the Heads of Services, Offices, Units (e.g. program offices), who shall also approve the accomplishment reports of the staff (organic and COS personnel);

The dissemination through electronic platforms of relevant information of the Department's programs, projects and related matters in relation to the COVID-19 pandemic may be included in the work plans and shall be considered part of the accomplishments of staff.

- c. The two-week rotation scheme means that the first *maximum of 50%* work complement shall render on-site work for two weeks (as a rule, with 10 working days) and the other or 2nd *maximum of 50%* work complement will be on WFH arrangement. These arrangements will be shifted and/or reversed between the two groups of work complement for the succeeding two weeks and so on and so forth;
- d. The generally 50% - 50% arrangement shall be reckoned from the total number of work complement (organic and COS personnel). The Heads of Services are afforded the discretion to determine if this distribution shall be implemented on a per division or per service level, on the condition that the delivery of services is not compromised;
- e. The 50% of the work complement to provide on-site work shall include those that are below 21 years old or are 60 years old and above, those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under *at least* GCQ (hereafter referred to as "vulnerable categories of personnel") BUT ONLY WHEN THEIR SERVICES ARE INDISPENSABLE, in accordance with **CSC MC No. 10, S. 2020**. However, even if these personnel are required to render work on-site (because of the indispensability of their services thereat), but are nevertheless unable to or would rather stay home, they shall be advised to apply for leave and/or use their respective leave credits, for the purpose. In any event, they will be considered absent, with or without leave.

This provision shall also be applicable to the AMAS (i.e. even as service is in full operation, personnel in the vulnerable categories may only be required to report to work when their services on-site are indispensable).

In this regard, those that are not in the vulnerable categories of personnel shall, when required, report to work; otherwise, they shall be considered absent.

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- f. Without limitation to the foregoing, all staff on a WFH shift are required to be on stand-by and be on-call as the exigency of service may so require.
 - g. The above provisions on absences, notwithstanding, personnel that are unable to report to work due to total lack of means of transportation shall be deemed excused from on-site work. The personnel seeking to be so excused shall make the proper request to the head of office, describing in detail the circumstances relative to his/her failure to report, within the day of absence. The request shall be subject to the final approval of the Undersecretary for Administration and Finance/Chair, Service Continuity Planning and Management Team.
2. The above 50-50% onsite/ WHF shifting arrangement shall, in addition to the qualifications relative to vulnerable individuals (e.g. 60 years of age and above), be further subject to necessary and unavoidable limitations attendant to the situation where personnel are tested positive for the SARS-CoV-2.

Thus, if staff are tested positive for the virus, they shall be considered COVID-19 cases and shall be advised to practice self-quarantine and self-monitoring for signs and symptoms and development or progression of the disease. The respective division chiefs and heads of units acting as Health and Safety Coordinators as per the Memorandum dated July 20, 2020 by the Undersecretary for Administration and Finance (Re: Designation of Division Chiefs and Heads of Units as Health and Safety Coordinators) shall submit a daily report to the Health and Safety Officer using the prescribed forms (Annexed to said Memorandum). The concerned personnel shall undergo a fourteen (14) day quarantine period and secure medical treatment, as necessary.

Their return to work shall be subject to the submission of the following requirements:

For personnel who were tested positive for COVID-19 and went on a fourteen (14)-day quarantine period, and have no signs and symptoms of COVID-19	Certification from the Barangay Health Emergency Response Team (BHERT), indicating fitness to work;
For those that had to undergo treatment for COVID-19	Medical Certificate that he/she is cleared to report back to work and Medical Records showing that he/she was treated for COVID-19 signed by the attending physician

2-A. Absences from Work Due to the Required Quarantine or Treatment for COVID-19

- a. For organic personnel, this matter shall be treated in accordance with the Civil Service Commission (CSC) Memorandum Circular No. 8, Series of 2020 dated April 2, 2020 – the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Corona Virus Disease 2019 (COVID-19);
- b. For Contract of Service / Job Order personnel, absences incurred for the first fourteen-day period of quarantine or treatment shall not result in any deduction from their respective salaries.

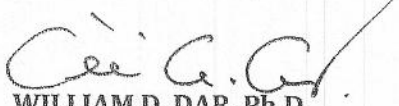
B. DA Offices Other than the DA-CO under the MECQ -- Work arrangements in these offices shall be governed by the provisions of the DA Guidelines on Service Continuity, subject to the provisions of the Office of the President Memorandum Order No. 79, and pertinent CSC Guidelines.

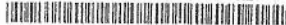
Section 2. In view of the restrictions on public transportation under the MECQ, all heads of divisions, services, offices, and other units are advised to coordinate with the General Services Division re: transportation arrangements (DA-CO).

Section 3. The provisions of the Guidelines on Service Continuity (A New Normal Workforce and Workplace Management Plan of the Department of Agriculture) under Administrative Order No. 23, Series of 2020 inconsistent herewith shall be repealed, accordingly. All other provisions thereof are effective and operational.

This Administrative Order shall take effect immediately.

For your strict compliance.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 79

OPERATIONAL CAPACITY TO BE ADOPTED BY GOVERNMENT
AGENCIES AND INSTRUMENTALITIES DURING A MODIFIED
ENHANCED COMMUNITY QUARANTINE

WHEREAS, on 02 August 2020, President Rodrigo Roa Duterte placed Metro Manila and the Provinces of Laguna, Cavite, Rizal, and Bulacan under a modified enhanced community quarantine (MECQ), effective 04 August 2020;

WHEREAS, the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), provides for, among others, the operational capacity that may be adopted in agencies and instrumentalities of the government, including government-owned or -controlled corporations (GOCCs), as well as local government units (LGUs) under each community quarantine classification;

WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular No. 10 (s. 2020), providing for the 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; and

WHEREAS, to ensure the continuous delivery of services in government agencies and instrumentalities, while observing the guidelines on community quarantine, there is a need to lay down the work arrangements that should be observed by government offices under MECQ;

NOW, THEREFORE, the following are hereby ordered:

Section 1. Definition of Terms. As used herein, the following terms shall be understood thus:

- a) Operational capacity – the number of employees or workers who can be permitted or required to physically report to work on-site in a particular agency of the government, generally expressed as a percentage of the total workforce in such agency;
- b) Skeleton workforce – the operational capacity which utilizes the smallest number of people needed for a government agency to perform its basic functions.

Section 2. Operational capacity in MECQ. All government agencies and instrumentalities of the executive branch, including GOCCs, located in all geographical areas placed under MECQ, shall adopt a skeleton workforce up to a maximum of 50% operational capacity at any given time, unless a higher operational capacity is required in agencies providing health and emergency frontline services, border control, and other critical services.

Section 3. Alternative work arrangements. All agencies, including every office and unit therein, shall ensure that the delivery of their respective services are not hampered or impaired. Towards this end, all heads of agencies, while maintaining compliance with the operational capacity provided herein, shall adopt the most appropriate alternative work arrangements for their respective agencies, in accordance with the relevant rules and regulations of the CSC.

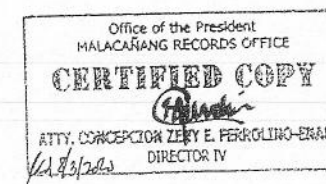
Section 4. Application to other agencies. The offices of the legislative and judicial branches of government, independent constitutional commissions and bodies, and LGUs located in areas placed under MECQ, are strongly urged to adopt the provisions of this Circular.

Section 5. Effectivity. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 3rd day of August, in the Year of our Lord Two Thousand and Twenty.

By Authority of the President:

SALVADOR C. MEDIALDEA
Executive Secretary



MC 10, 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 : 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

Pursuant to **CSC Resolution No. 2000540** promulgated on **May 7, 2020**, the Commission adopted the following 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:

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).

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 **Staggered Working Hours** – refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time. For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule.
- 2.5 **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.

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) by the President;
- b. The work-from-home arrangement may be adopted in areas placed under General Community Quarantine (GCQ) 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, including those who reside with the aforementioned, and are residing in areas placed under GCQ, shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.
- 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.

3.2 Skeleton (Skeletal) Workforce

- a. During ECQ, 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, shall be issued the necessary travel/office orders, in addition to the office-issued IDs for proper identification.

- c. Agencies located in areas placed under the GCQ shall use skeleton workforce as one of its alternative work arrangements.
- d. In case the duty or work schedule of an employee assigned as a skeleton workforce falls on a regular holiday, the required 40-hour workweek shall be considered as complied. However, if the employee is required to report, he or she should be entitled to additional compensation like overtime or compensatory time off (CTO), among others.
- e. The employees assigned as skeleton workforce shall be entitled to Hazard Pay on top of the Compensatory Time Off or Overtime Pay, as well as other applicable allowances, subject to accounting and auditing rules and regulations.

3.3 Four-day (Compressed) Workweek

- a. The four-day workweek may be used as one of the alternative work arrangements of the agencies located in areas placed under GCQ which are identified either as moderate-and low-risk in the spread of COVID-19.
- b. The 4-day workweek may be observed as follows: Monday to Thursday, Tuesday to Friday, Monday to Tuesday and Thursday to Friday or a combination of the 4-day workdays to ensure that there are employees reporting the whole workweek.
- c. In case a regular holiday falls within the scheduled workweek of the employee, the required 40-hour workweek shall be considered as complied except employees of agencies who are required to provide skeleton force in health emergency frontline services, border control and other critical services that is required to operate on a 24/7 work schedule.

3.4 Staggered Working Hours

- a. The agency shall strategize the adoption of the staggered working hours of employees to limit the number of officials and employees in an office at any given time. Example: 7:00 a.m. to 1:00 pm, and 1:00 pm to 7:00 pm.
- b. The agency head, in consultation with the employees, shall prepare the staggered work schedule in light of the present situation.
- c. The agency head shall ensure that the employees remain flexible in making themselves available for work duties outside of core hours if required.

3.5 Other Alternative Work Arrangements

- a. Agencies may adopt other alternative work arrangements that are appropriate/applicable to their functions as well as their place of work other than the above-enumerated work arrangements.
- b. Agencies may use 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 days 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 accounting and auditing rules and regulations;
- e. Reasonable expenses incurred during the work-from-home may be defrayed by the agency subject to 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 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 National Emergency or until lifted by the President.
- 5.2 The agency head shall give priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).
- 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.
- 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, taking of body temperature, and presence of sanitation stations.

- 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 from the ECQ area to GCQ area or vice-versa, or from the quarantine free area to ECQ or GCQ area.

- 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.

6.0 Repealing Clause

This Resolution amends CSC Resolution No. 2000481 dated March 11, 2020 and all other existing guidelines which are inconsistent with these Revised Interim Guidelines are deemed repealed or modified accordingly.

7.0 Effectivity

This 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 National Emergency has been lifted by the President of the Philippines.


ALICIA dela ROSA-BALA
Chairperson

May 7, 2020

//HRPSO/RBE/JLT/MGC/bam

