



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

**ADMINISTRATIVE ORDER**

No. 35  
Series of 2020

**SUBJECT : PRESCRIBING THE RULES ON WORK ARRANGEMENT AT THE DEPARTMENT OF AGRICULTURE (DA-CO, DA-RFOs AND BUREAUS) AND ATTACHED AGENCIES AND CORPORATIONS**

Whereas, since the imposition of community quarantine over different parts of the country due to the COVID-19 pandemic, the Department of Agriculture (DA) has been implementing alternative work arrangements, consistent with issuances of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), the Civil Service Commission (CSC) and Department of Health (DOH);

Whereas, insofar as the DA-Central Office (DA-CO) is concerned, the work arrangement adopted since at least August 4, 2020 (save for the first two weeks of September 2020<sup>1</sup>) is the **50% On-site - 50% Work-from-Home with a Two-Week Rotation Scheme**;

Whereas, on October 26, 2020, President Rodrigo R. Duterte approved the recommendation of the IATF-EID to retain Metro Manila under General Community Quarantine (GCQ) until November 30, 2020;

Whereas, for areas under GCQ, Section 4 (Item 4) of the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines (with Amendments as of October 22, 2020)<sup>2</sup> provides that "[W]ork in all government offices may be **at full operational capacity or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC) xxx**";

Whereas, CSC Memorandum Circular (MC) No. 10, Series of 2020<sup>3</sup> provides that government agencies may adopt alternative work arrangements as defined therein [work-from-home, skeleton workforce, four-day (compressed) workweek, staggered working hours, or other work arrangements<sup>4</sup>] for the duration of the State of National Emergency or until lifted by the President;

<sup>1</sup> During this period, the DA-CO Main Compound was on a Partial Lockdown where on-site work was kept to the barest minimum or around ten percent of the personnel complement;

<sup>2</sup> Published in the Official Gazette on October 26, 2020;

<sup>3</sup> 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 (effective March 16, 2020);

<sup>4</sup> Other work arrangements refer to work arrangements consisting of a combination of the specific work arrangements listed in the Circular 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.

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Whereas, based on the discussions relative to service continuity during the Management Committee meeting of October 28, 2020, the Service Continuity Management Team (SCPMT) – Technical Working Group (TWG) convened to explore possible adjustments to the **50% On-site – 50% Work-from-Home with a Two-Week Rotation Scheme** to further advance effectiveness and efficiency in the service;

Whereas, the SCPMT-TWG recommended that it is in the best interest of the service to increase the number of personnel reporting on-site to 100% of the personnel complement not belonging to categories of individuals that are provided special protection under CSC MC No. 10, Series of 2020.

NOW, THEREFORE, the following rules shall govern work arrangements at the Department of Agriculture.

## **Section 1. OPERATIONAL CAPACITY AND WORK ARRANGEMENTS**

### **A. AT THE DA-CO**

#### **1. WORK ARRANGEMENTS – Service Continuity at the DA-CO shall be delivered through work arrangements as follows:**

##### **1.1. On-site work on all workdays shall be required of all, or 100% of personnel not falling under any of the categories of individuals who are accorded special protection under CSC MC No. 10, S. 2020, as follows:**

- (a) Below 21 years old or 60 years old and above;
- (b) With immunodeficiency, comorbidities, or other health risks;
- (c) Pregnant women; or
- (d) Residing with the aforementioned in areas placed under GCQ.

For purposes of item (b) above, immunodeficiency and comorbidity shall pertain to conditions referred to in the following definition of “*Comorbidity at risk of COVID-19 exacerbation*” under Department of Health Administrative Order No. 2020-0015<sup>5</sup>:

*Comorbidity at risk of COVID-19 exacerbation* refers to the “presence of one or more additional conditions co-occurring with (that is, concomitant or concurrent with) a primary condition that increases an individual’s risk for mortality if afflicted by COVID-19. This includes immunocompromised individuals (such as but not limited to those with cancer, HIV/AIDS and other autoimmune disorders) and individuals with chronic conditions (such as but not limited to hypertension, diabetes mellitus, and chronic kidney disease).”

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<sup>5</sup> SUBJECT: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation (April 27, 2020)

“Other health risks” refers to any other condition that puts the individual concerned at a high risk of developing severe illness due to and/or complications of COVID-19 as certified by a medical doctor.

1.2. Personnel belonging to categories (a) to (d) above shall be allowed to perform work through the **50% On-site – 50% Work-from-Home with a Two-Week Rotation Scheme**, subject to the following:

- (a) Personnel scheduled to do work remotely (Work-from-Home) are required to be on stand-by and be on-call as the exigency of service may so require, as provided under Item 1.1.a of the DA Service Continuity Guidelines.<sup>6</sup>
- (b) These specially protected personnel shall only be required to report to work (on-site) only in cases where their services at the work place or work assignment are indispensable. Accordingly, their reporting to work, whether based on the rotating two-week schedule or on instructions to report to work (while on a WFH schedule) must have been borne of a careful assessment by the concerned Head of the Division, Service, or Office that they have to render indispensable service/s on-site.
- (c) Heads of Divisions, Services, or Offices shall require sufficient or reasonable proof of the conditions that qualify personnel to the special protections under CSC MC No. 10, S. 2010.

These include: (c.1) Re: existence of immunodeficiency /comorbidity, as defined above: medical certificates or records; (c.2) Re: existence of other health risks – medical certificate stating that a specific condition of the concerned individual puts him/her at a high risk of developing severe illness due to and/or severe complications of COVID-19; (c.3) Re: “Residing with the aforementioned in areas placed under GCQ” – Signed statement specifically describing his/her circumstances relevant to the special protection being accorded. Concerned personnel shall, in this regard provide proof of the age, comorbidity, immunodeficient condition, other health risks of the person with whom he/she claims to be residing.

Proof of age of personnel who are 60 years old and above shall no longer be required as their ages should be matter of record (i.e. entered into the individual /official records of the concerned personnel).

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<sup>6</sup> Guidelines on Service Continuity: The New Normal Workforce and Workplace Management Plan of the Department of Agriculture [Adopted as and through Administrative Order No. 23, S. 2020 (May 29, 2020)].

2. **SUBMISSION OF WORK SCHEDULES.** -- All heads of divisions, services, offices, and other units (including programs) are directed to submit the work schedules of their respective units for the **workdays starting November 9, 2020**, guided by the attached template (*Annex "A"*). It shall clearly show the following details:
- (a) Total number of work complement (indicate subtotals for organic and contract of service personnel);
  - (b) Names of Personnel, indicating those that are under the categories of individuals given special protection under MC No. 10, Series of 2020;
  - (c) Schedule of personnel with special protection under MC No. 10, Series of 2020 (50% on-site – 50% WFH with a Two-Week Rotation Scheme), subject to the provisions of 1.2 of this Order.

Submission shall be through e-mail to **both** of the addresses indicated below not later than November 12, 2020. It should be understood that compliance with the work arrangement under this Order shall start on November 9, 2020 even if the deadline for submission of the work schedule is on a later date.

Office of the Undersecretary for Administration and Finance and SCMT Chair	<a href="mailto:usecg.dacentral@gmail.com">usecg.dacentral@gmail.com</a>
Personnel Division	<a href="mailto:dapersonnel@yahoo.com">dapersonnel@yahoo.com</a>

**AT DA BUREAUS, RFOS AND ATTACHED AGENCIES AND CORPORATIONS**

1. The guidelines on work arrangements as herein provided for the DA-CO shall, as a rule, be applied by DA Bureaus, RFOs and Attached Agencies and Corporations.
2. Heads of these offices are nevertheless authorized to supplement these guidelines with other rules necessary to address specific/ special situations or needs of the concerned offices. In all cases, additional rules to be adopted must be consistent with the applicable issuances from relevant government entities such as the IATF, DOH and the Civil Service Commission.
3. **Heads of subject offices are directed to, not later than November 16, 2020, submit a report on the adoption of supplementary rules issued regarding work arrangements for their respective offices, if any (furnishing the DA-CO a copy of said rules). If no such supplementary rules were adopted, a short memorandum on such fact must likewise be submitted on or before the Nov. 16, 2020 deadline.** These requirements shall be submitted through the electronic mail to the email addresses stated under A.2 hereof.

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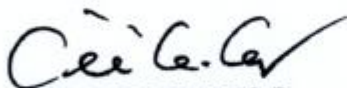


4. **Compliance Monitoring** – Heads of Bureaus, RFOs and Attached Agencies and Corporations are hereby charged with the monitoring of compliance by their respective units with the work arrangements herein prescribed and supplementary rules issued, if any.


**Section 2.** The Memorandum dated September 17, 2020 captioned "Submission of Work Schedule" issued by the Undersecretary for Administration and Finance and SCPMT Chair is revoked. The provisions of the Guidelines on Service Continuity (A New Normal Workforce and Workplace Management Plan of the Department of Agriculture) adopted as Administrative Order No. 23, Series of 2020 and other issuances inconsistent herewith are repealed.

For strict compliance.

Adopted, this 5<sup>th</sup> day of November 2020.



**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
In replying pls cite this code :  
For Signature: S-11-20-0081  
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**Work Schedule**  
**(As required under AO No. 35, S. 2020)**

**Basic Data**

A. OFFICE (Division / Service/ Office/ Unit)	
B. Total Number of Personnel	
C. Total Number of Personnel under Group A (Personnel accorded special protection under MC No. 10)	
D. Total Number of Personnel under Group B (All other personnel)	

**NAME OF PERSONNEL**

NAME	POSITION (and if Organic or COS)	GROUP (A OR B)	REMARKS (Specifics for Group A Personnel)

**Schedule of Group A Personnel**

WORK WEEKS	ON-SITE	WFH
NOVEMBER 09 – 20	(Names)	(Names)
NOVEMBER 23 – DECEMBER 04	(Names)	(Names)
DECEMBER 07 – 18	(Names)	(Names)
DECEMBER 21 – 30	(Names)	(Names)

**Other Matters:**

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**Submitted by:**

**XXX**  
Division Chief (etc.)

(Revised November 11, 2020)

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