



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

ADMINISTRATIVE ORDER

No. 04
Series of 2021

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

This Order is issued to continue ensuring service continuity at the Department of Agriculture while providing protection to its personnel and ensure a safe and healthful workplace to the extent possible and as authorized under applicable laws and rules and regulations.

This issuance is deemed particularly necessary in light of the continuing spread of the COVID-19 virus and the escalated threat of getting infected, as the country now confronts a more infectious variant of the deadly virus (UK variant) that was first and recently detected in a sample from a Filipino returning from abroad.

Section 1. OPERATIONAL CAPACITY AND WORK ARRANGEMENTS

A. AT THE DA-CENTRAL OFFICE

For as long as the National Capital Region (NCR) is under General Community Quarantine (GCQ) and even if the NCR is later placed under Modified GCQ, public service at the DA CO shall be delivered applying the following rules on Work Arrangements:

1. GENERAL RULE ON WORK ARRANGEMENTS-- On-site work on all workdays shall be required of all, or 100% of all personnel not falling under any of the categories of individuals accorded special protection under Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, S. 2020¹, as amended by CSC MC No. 18, S. 2020², as follows:

- (a) Below 21 years old or 60 years old and above;
- (b) With immunodeficiency, comorbidities, or other health risks;
- (c) Pregnant women;
- (d) Nursing mothers;
- (e) Persons with disabilities; and

¹ 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);

² Amendment to 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 (dated 15 October 2020).



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- (f) Persons living with individuals under items (a) to (d) in areas placed under Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ), and General Community Quarantine (GCQ).

- 1.1. 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. 2020-0015³, as follow:

"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)."

"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 (f) above shall be under Work-from-Home (WFH) arrangement, except when their services on-site are indispensable under the circumstances.

For this purpose, and to the extent possible, each division, service, office or unit shall program and apply the *50% On-site – 50% Work-from-Home with a Two-Week Rotation Scheme* in relation to personnel under the said categories.

It should be understood that the above-listed specially protected personnel shall be required to report to work (on-site) only in cases where their services at the workplace or work assignment are indispensable. Accordingly, their reporting to work, whether based on the rotating two-week or other schedule or on instructions to report to work (on days when they are scheduled to be on WFH arrangement) 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.

³ SUBJECT: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation (April 27, 2020)

1.3. Other Conditions relative to the Work-from-Home arrangement

- (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.⁴
- (b) 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:

(b.1) Re: existence of immunodeficiency /comorbidity, as defined above: medical certificates or records;

(b.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;

(b.3) Re: Pregnancy: pregnancy test result, ultrasound results and/or medical certificate;

(b.4) Re: Being a Nursing Mother – certificate of live birth and/or written certification by the mother as to such fact;

(b.5) Re: Being a PWD – written declaration as to the disability (physical), medical certification/s, etc.;

(b.6) Re: Residing with individuals who belong to classes of protected individuals under Item 1 (a) to (d) in areas under ECQ, MECQ and 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, pregnancy or the state of being a nursing mother, of the person or persons with whom he/she claims to be residing.

Proof of age of personnel who are below 21 or 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).

⁴ 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. **OTHER WORK ARRANGEMENTS** – Notwithstanding the above rule, the heads of divisions, services, offices, or units, as applicable may, in the interest or service continuity and/or for purposes of ensuring a safe and healthful workplace and reducing the probabilities of exposure to the corona virus, submit a Request for Authority to Implement an Alternate Work Arrangement, attaching the Proposed Work Schedule intended for adoption.

This alternate work arrangement may not be implemented prior to the approval of the Secretary.

For purposes of this rule:

- a. "Other" or "alternate" work arrangements include:
- One that allows personnel not accorded special protection (as listed under item 1 above) to work remotely (WFH) on any given workday; and/or
 - Alternative work arrangements or combination work arrangements as provided under CSC MC 10, S. 2020, as amended by CSC MC No. 18, S. 2020;
- b. Divisions, services, offices or units may consider adopting for their respective personnel any or a combination of the "Alternative Work Arrangements" provided in CSC No. 10, S. 2020, as amended by CSC MC No. 18, S. 2020;

Conditions – In this regard, the Heads of the proponent divisions, services, offices or units must make certain that the different work arrangement to be submitted for approval --

(b.1) applies the rules on the protection of personnel falling under the categories listed under Item 1 (a-f) above, in accordance with CSC MC 10, S. 2020, as amended by CSC MC 18, S. 2020; *provided* that for these protected individuals, their work arrangement shall be guided by Items 1.1 to 1.3 of this Order;

(b.2) will not result in the disruption of the service – i.e. will still facilitate completion of work within the concerned office, the fulfillment of commitments to other offices and the performance of official obligations, as a whole, including participation in meetings and other activities initiated by other offices;

(b.3) still ensures the completion of the targets or deliverables of the concerned division, service, office or unit;

(b.4) still ensures the completion of the forty hours (40) of work per week for the concerned personnel.

(b.5) still ensures that the public is assured of the continuous service of the agency from 8:00 in the morning to 5:00 in the afternoon, to include lunch breaks, on all working days.

- c. The provisions of Item 1.3 above (Other Conditions relative to the Work-from-Home arrangement) are applicable to personnel not belonging to the categories of protected individuals under the cited CSC guidelines, should they be allowed to perform work under a WFH arrangement.

3. FLEXIBLE WORKING HOURS

3.1. Due to the limitations in public transportation attendant to the imposition of quarantine guidelines and to contribute to the strategies of the government to ease traffic congestion particularly in Metro Manila, the DA-CO shall apply flexible working hours (through the sliding flexi time scheme) to start at 7:00 in the morning and end at 7:00 in the evening. This flexible working hours rule shall be applicable to all personnel of the DA-CO, including Contract of Service (COS) personnel. The application of the flexible working hours shall be subject to the following conditions:

- (a) At least eight (8) hours of work – which shall exclude the time for lunch -- must be rendered by both regular (organic) and COS personnel within the said flexible hour time-frame for any particular workday;
- (b) The heads of divisions, services, offices, or units must ensure continuity of service to the public from 8:00 in the morning to 5:00 in the afternoon. They shall also ensure uninterrupted public service delivery even during lunch breaks;

3.2. For personnel availing the shuttle services provided by DA, the log-in and log-out times shall be as follows:

- (a) Log-in – time of embarkment;
- (b) Log-out – time of disembarkment.

Personnel provided transportation services through their respective offices using assigned vehicles shall follow the regular logging process vis-a-vis the 8 hours/day workweek or 40 hours per week requirement. Should such personnel be unable to register less than the required working hours by reasons related to the transportation arrangement, the concerned offices may submit sufficient justification as to why there should not be any corresponding deductions.

4. SUBMISSION OF WORK SCHEDULES

4.1. All heads of divisions, services, offices, and other units (including programs) are directed to submit the work schedules of their respective units based on Item I (general rule on work arrangements) of this Order.

The work schedule shall cover all workdays from the **date of effectivity hereof**, 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);



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- (b) Names of Personnel, indicating those that are under the categories of individuals given special protection under MC No. 10, S. of 2020, as amended by MC No. 18, S. 2020;
- (c) Schedule of personnel with special protection under above MCs, which shall, to the extent possible, apply the 50% on-site – 50% WFH with a Two-Week Rotation Scheme, subject to the provisions of 1.3 hereof.

Submission shall be through e-mail to **both** of the addresses indicated **within five working days from the effectivity of this Order**.

Office of the Undersecretary for Administration and Finance and SCMT Chair	usecg.dacentral@gmail.com
Personnel Division	dapersonnel@yahoo.com

- 4.2.** All heads of divisions, services, offices, units (including programs), as applicable, shall submit the above-required work schedule, or regardless of the intention to submit a Request for Authority to Implement an Alternate Work Arrangement.

As provided under Item 2 hereof (captioned Other Work Arrangements), the alternate work schedule shall, as a rule, have prospective application. Accordingly, the work arrangement under Item 1 shall be the authorized work arrangement unless and until the above-cited Request for Authority to Implement an Alternate Work Arrangement is approved by the Secretary, with the Undersecretary for Administration and Finance as recommending authority.

- 4.3.** For purposes of seeking authority to implement an alternate work schedule, the proponent office must submit the Request for Authority to Implement an Alternate Work Arrangement, attaching a proposed Work Schedule following the intended alternate work arrangement.

B. 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 based in areas under GCQ and MGCQ.
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, submit any of the following, as applicable:

(a) 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); or

(b) A short memorandum affirming that no such supplementary rules were adopted.

Submission shall be through electronic mail to the email addresses stated under Item A.4 hereof, not later than seven (7) working days from the effectivity of this Order.


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

Section 2. Administrative Order No. 35, Series of 2020 with the subject “Prescribing the Rules on Work Arrangement of the Department of Agriculture (DA-CO, DA-RFOs and Bureaus) and Attached Agencies and Corporations” is revoked. All other issuances inconsistent herewith are modified accordingly.

Section 3. This Administrative Order takes effect immediately.

For compliance.

Adopted, this 9th day of February 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

In replying pls cite this code :
For Signature: S-02-21-0179
Received : 02/09/2021 02:22 PM

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(Annex "A")

WORK SCHEDULE

**Under Section 1.A. Item 1 (General Rule on Work Arrangements)
Revised Rules on Work Arrangements at the Department of Agriculture**

Basic Data

A. OFFICE (Division / Service/ Office/ Unit)	
B. Total Number of Personnel	
C. Total Number of Personnel under Group A <i>(Personnel accorded special protection under CSC MC No. 10, as amended by CSC MC 18, S. 2020)</i>	
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

INCLUSIVE DATES	ON-SITE (Names)	WFH (Names)

Other Matters:

Submitted by: **XXX**
Division Chief (etc.)

Date:

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