TESDA CIRCULAR

SUBJECT: **Guidelines Governing the Work Arrangements and Salaries of Contract of Service (COS) and Job Order (JO) Workers for the Duration of State of Calamity and Community Quarantine Due to the Covid-19**		Page 1 of 2 page Number 052 series of 2020
Date Issued: March 20, 2020	**Effectivity:** As indicated	Supersedes:

REFERENCES:

A. Joint Circular No. 1, series of 2020 dated 19 March 2020 issued by the Department of Budget and Management and Commission on Audit;

B. Proclamation No. 929 series of 2020 dated 16 March 2020 issued by the President "Declaring a State of Calamity throughout the Philippines Due to Corona Virus Disease 2019";

C. Memorandum from the Executive Secretary dated 16 March 2020 with subject "Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-19) Situation";

Pursuant to the above-mentioned references, TESDA shall observe the following guidelines for Contract of Service (COS) and Job Order (JO) workers of TESDA.

I. COS AND JO WORKERS IN ALL TESDA OFFICES (INCLUDING TTIS) LOCATED IN LUZON

A. COs and JOs assigned in Luzon shall implement the following alternative work arrangements:

1. Work from home;
2. Skeletal workforce – for emergency frontline services, and other critical services

B. They shall be paid their corresponding salaries/wages during the community quarantine period as an exception to the "no work, no pay" principle.

II. COS AND JO WORKERS IN ALL TESDA OFFICES (INCLUDING TTIS) LOCATED IN VISAYAS AND MINDANAO

A. Unless otherwise provided by the respective Local Government Units, the following alternative work arrangements may be implemented:

1. Skeletal workforce;
2. Work from home;
3. Compressed work week; and
4. Staggered working hours

B. They shall be paid their corresponding salaries/wages during the community quarantine period as an exception to the "no work, no pay" principle.

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III. RESPONSIBILITIES OF CONCERNED TESDA OFFICIALS

A. To ensure unimpeded government services, Regional Directors, PDs/District Directors and TTI Administrators are directed to submit the names of COS and JOs whom they believe should form part of the skeletal force to perform the necessary services in their respective offices to the Administrative Service, copy furnished the Office of the Director General, as applicable. The concerned Regional Directors, PDs/District Directors, and TTI Administrators shall provide free accommodations to all COS and JOs who shall form part of the skeletal workforce.

B. For the Central Office, the FMS and AS and their respective Division Chiefs are directed to ensure that the salaries for the COs and JOs assigned at the Central Office shall be paid on time;

C. Regional Directors, PDs/District Directors and TTI Administrators shall be responsible in ensuring that the salaries for the COS and JOs assigned in their respective jurisdiction shall be paid on time; and

IV. EXCLUSIONS

Institutional Contract of Service workers providing services such as: janitorial, security, consultancy and other support services are excluded from the coverage of this Circular.

V. RETROACTIVE APPLICATION

The implementation of the provisions of this Circular shall be retroactive to March 15, 2020.

VI. REPEALING CLAUSE

All issuances inconsistent herewith are hereby repealed.

SEC. ISIDRO S. LAPEÑA PhD., CSEE
Director General