

TESDA CIRCULAR

SUBJECT: TESDA's Policies on Flexible Work Arrangements		Page 1 of 10 page/s Number <u>043</u> , Series of 2022
Date Issued: 29 June 2022	Effectivity: As indicated	Supersedes:

In the interest of the service and in view of Civil Service Commission Memorandum Circular No. 06, Series of 2022 on the Policies on Flexible Work Arrangements in the Government, the following guidelines are hereby implemented:

I. OBJECTIVES

TESDA adopts the following objectives stipulated in CSC MC No. 06, s. 2022 on the Policies on Flexible Work Arrangements in the Government:

A. General Objective

These policies aim to institutionalize relevant and appropriate work arrangements for government officials and employees to ensure efficient and effective performance of governmental functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times.

B. Specific Objectives

1. To ensure protection of the health, safety, and welfare of the government officials and employees at all times;
2. To ensure that government officials and employees achieve the objectives set by the organization, and, in the same way, the organization achieves the objectives that it has set in its strategic plan under any circumstance;
3. To boost the morale and enhance the welfare of government officials and employees by giving them the opportunity to accomplish their task/s through appropriate work arrangement/s thereby increasing employee productivity and performance, and allowing work-life balance;
4. To encourage agencies to adopt Information and Communications Technology (ICT)-enabled work and relevant tasks that can be performed remotely; and
5. To provide reasonable work arrangement/s to senior citizens, persons with disability (PWDs), pregnant and nursing mothers,

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immunocompromised individuals or persons with chronic conditions, and those who suffered from accidents affecting mobility but can physically and mentally work.

II. SCOPE

This guideline shall cover all Central, Regional, Provincial and District Offices including TESDA Technology Institutions officials and employees holding plantilla positions including casual and contractual. However, consultants and employees on a job-order basis who are merely hired to address the exigencies of public service, without an employer-employee relationship with TESDA, and without leave benefits and privileges being enjoyed by those holding plantilla positions, as expressly provided for in their contract, shall not be covered by this Circular.

III. CONCEPT AND DEFINITION OF TERMS

TESDA COROPOTI may adopt any of the following flexible work arrangements:

- A. Flexiplace-** refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency.

Flexiplace work arrangement has three (3) types, namely:

1. **Work from home (WFH)** - is a work arrangement where the government officials or employees work at home or their residence;
2. **Work from satellite office** - is a work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office/field office); and
3. **Work from another fixed place** - is a work arrangement where the government officials and employees render services within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite offices.

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The adoption of the flexiplace work arrangement may be allowed under any of the following conditions:

1. **Regular** - under this work arrangement, the government officials or employees may request to work at an alternative worksite on a regular and recurring basis. Said government officials or employees may be allowed to work off-site for a period agreed upon with the supervisor and duly approved by the head of agency/office.
 2. **Situational** - this work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based , e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.
 3. **Medical** - this work arrangement may be allowed for government officials or employees who are recuperating from a medical condition, e.g., Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases, which do not affect his/her ability to perform regular work assignment at an alternate worksite as certified by the attending physician. The duration of the flexiplace work arrangement shall be based on the recommendation of the attending physician. Requests for flexiplace due to medical conditions shall be supported by the medical records of the government official or employee concerned.
- B. Compressed Workweek-** refers to a work arrangement whereby the forty (40) hours of the workweek for five (5) days of the government officials or employees is compressed to four (4) days or less, as may be applicable.
- C. Skeleton Workforce-** refers to a work arrangement where a minimum number of government officials or employees is required to man the office to render service when full staffing is not possible.
- D. Flexitime-** refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours of the workweek are complied with.

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IV. Implementing Guidelines and Requirements

A. General Guidelines

- a. The flexible working hours shall not start earlier than 7:00 in the morning and end later than 7:00 in the evening.
- b. All officials and employees shall render not less than forty (40) hours a week, exclusive of time for lunch.
- c. All offices shall ensure and observe the core working hours from 8:00 in the morning to 5:00 in the afternoon. This is to assure the public of continuous service delivery even during lunch break.
- d. The flexible working schedule shall not apply during Mondays or the next working day if Monday is declared a holiday in observance of the Flag Raising Ceremony.
- e. The concerned employee shall be in agreement with his/her immediate supervisor on his/her chosen/selected work arrangement.
- f. Trainers/Instructors/Teaching staff and TESD Specialist positions with teaching functions in the TTIs shall observe the 8:00 am to 5:00 pm schedule in consonance with the training schedule in their respective centers/institutions.
- g. Any work beyond forty (40) hours a week shall be subject to compensatory time-off as may be authorized by the head of office/operating unit in accordance with the provisions of CSC-DBM Joint Circular No. 2, s. 2015 dated November 25, 2015.
- h. Monitoring of attendance shall be based on the chosen/selected work arrangement of each employee.

For working arrangements other than flexitime, each operating office shall devise an appropriate and applicable attendance monitoring system/tool that shall ensure the observance of

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rendering of not less than forty (40) hours a week, exclusive of time for lunch.

- i. Each operating unit shall devise a performance monitoring system that shall be used by all officials and employees regardless of his/her work arrangement, anchored to the agency's Strategic Performance Management System to ensure the attainment of targets per approved OPCR/IPCR.

Failure to accomplish the assigned task/s within the timelines set by Immediate Supervisor or Head of Office per approved OPCR/IPCR may be grounds to deny subsequent requests for flexible work arrangement.

- j. The approved individual flexible work arrangement shall be valid for at least three months or be continuously adopted and implemented from the date of approval and implementation. However, adoption and implementation of individual flexible work arrangement may be revoked or amended in the interest and exigency of the service as recommended by the immediate supervisor duly approved by the head of office.
- k. Employees under WFH and Work from Another Fixed Place are not entitled to Compensatory Overtime Credit/Overtime Pay.
- l. Offices in the Central Office shall submit the agreed work arrangement of their respective employees to HRMD-AS and to FASD/Administrative Unit for the ROPOTIs.

B. Parameters in the Implementation of Flexible Work Arrangements

In view of the flexible working arrangements laid down in the aforementioned CSC Memorandum Circular, the following work arrangements shall be adopted and implemented in the agency:

1. Work From Home (WFH)

- a. TESDA adopts the Work from home (WFH) arrangement provided that the tasks of the employee concerned can be accomplished

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outside the office. This arrangement shall be mutually agreed between the official or employee and the concerned supervisor.

- b. All WFH arrangements' requests shall be approved by the Director General duly endorsed by the Regional/Executive Directors and Deputy Director General concerned.
- c. Said request shall be accompanied by a justification or medical certificate, and certification that the tasks assigned to the concerned official/employee can be accomplished outside the office.
- d. However, during the emergence of a national or local outbreak of severe infectious disease and/or occurrence of natural or man-made calamities, a WFH arrangement is likewise extended to affected TESDA officials and employees.
- e. On these occurrences, the Immediate Supervisor shall have the full authority to grant such arrangement.

2. Work from Satellite Office

- a. This arrangement can be adopted only when an official or employee is eligible for a WFH arrangement; however, said employee lives or resides near a TESDA office, but may need office equipment and facilities in order to accomplish his/her assigned tasks.

3. Work from Another Fixed Place

- a. This arrangement can also be adopted provided that the employee concerned is eligible for a WFH arrangement and has all the necessary office equipment and facilities in accomplishing and delivering his/her assigned tasks. He/she may opt for a more conducive workplace other than their home, residence, or satellite office.

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4. Compressed Workweek

- a. Those officials and employees who are not eligible for WFH may be allowed to avail this arrangement.
- b. As stated in the general guidelines, the flexible working schedule shall not apply during Mondays or the next working day if Monday is declared a holiday in observance of the Flag Raising Ceremony. Hence, TESDA officials and employees may choose from the following workweek schedules:

Option A: Monday - Thursday
Option B: Monday to Tuesday, and Thursday to Friday
Option C: Monday, and Wednesday to Friday
Option D: Monday to Wednesday, and Friday
- c. However, each operating unit shall ensure that the implemented compressed workweek shall not hamper the public service delivery from Monday to Friday.
- d. Flexitime schedule shall not apply to the compressed workweek. A daily schedule of 7:30am to 6:30pm shall apply, instead.

5. Skeleton Workforce

- a. During occurrence wherein a full staffing is not possible, this skeleton workforce shall be adopted.
- b. The Immediate Supervisor shall identify who shall serve the skeleton workforce to ensure the non-disruption of public service delivery.
- c. The assigned skeleton workforce shall comply with the normal working hours or not less than eight hours a day for five days a week or a total of forty (40) hours a week exclusive of time for lunch.
- d. TESDA officials and employees who are identified as skeleton workforce and failed to report on their assigned working days shall be considered absent.

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6. Flexitime

- a. TESDA officials and employees may opt to choose this flexitime arrangement and shall observe the following guidelines:
 - i. The official and employee concerned shall render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch.
 - ii. The working hours shall start not earlier than 7:00 AM and end not later than 7:00 PM. Under this arrangement, officials and employees may choose their time to report for work (time-in) in the morning and time to leave the office (time-out) daily, provided that they have rendered not less than eight (8) hours, exclusive of time for lunch.
 - iii. Respective Heads of operating units shall ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break.

V. Entitlement to Support Mechanisms/Employee Benefits/ICT Resources

The Heads of Office shall ensure that officials and employees are provided with the following support mechanisms, employee benefits, and ICT resources:

1. Support Mechanisms

- 1.1. Respective office shall provide appropriate personal protective equipment to frontline service providers, officials, and employees who are required to physically report to work during the pandemic or other calamities;
- 1.2. During a pandemic or occurrence of calamities, respective office shall provide service vehicle or transportation facilities to transport officials and employees required to physically report to work, whenever practicable, subject to budgeting, accounting, and auditing rules and regulations;

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- 1.3. Respective office shall shoulder the reimbursement of laboratory and medical expenses incurred by TESDA officials and employees in compliance with protocols, as issued by proper authorities, who are on official travel during the period of pandemic or emergence of any infectious disease;
- 1.4. Respective office shall ensure that TESDA officials and employees are afforded health/psychosocial interventions (e.g., free counseling sessions, online webinars, etc.) to support TESDA officials and employees in addressing problems related to mental well-being;
- 1.5. Reasonable expenses incurred by TESDA officials and employees (e.g., electricity bills, internet connection cost, etc.) may be defrayed by the office concerned only when there is imposition of WFH arrangement due to emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or manmade calamities subject to budgeting, accounting, and auditing rules and regulations; and
- 1.6. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon Policies on FWA in the Government approval by the head of office/agency subject to budgeting, accounting, and auditing rules and regulations.

2. Employee Benefits

- 2.1. TESDA officials and employees shall be provided equal opportunities in terms of awards, promotions, training, and career development (e.g., Information Technology-literacy programs and other related employment considerations), regardless of the work arrangement that they have adopted, in consonance with the existing civil service law, rules and regulations; and
- 2.2. Medical benefits shall be granted to TESDA officials and employees, who sustained wounds and/or injuries while in the performance of their official duties, regardless of their work arrangement subject to the conditions under CSC-DBM Joint Circular No. 1, s. 2006, as amended by CSC-DBM Joint Circular No. 1, s. 2015, and the agency's Collective Negotiation Agreement with the accredited employees' association.

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3. ICT resources while on flexible work arrangement

- 3.1. TESDA Operating Units are enjoined to invest on annual subscriptions to software that enables secure and more efficient management of task/s and remote collaboration for all officials and employees.

Respective office shall provide its officials and employees appropriate ICT resources, such as but not limited to computers/laptops, phones, authorized software, including reimbursement of internet and mobile data subscription expenses, subject to budgeting, accounting, and auditing rules and regulations to adequately perform their duties;

- 3.2. Personal devices and equipment of TESDA officials and employees may be used if the provision of agency-owned ICT resources is not feasible; and
- 3.3. Each operating unit shall adopt measures to ensure protection of government properties (e.g., office equipment) and provide necessary support (e.g., troubleshooting and maintenance of mobile office equipment) for TESDA officials and employees under the flexible work arrangements.

This Circular shall take effect immediately. Wide dissemination of this Circular is hereby enjoined.


SEC. ISIDRO S LAPEÑA, Ph.D., CSEE
Director General 

