TESDA CIRCULAR

SUBJECT: Amendment to TESDA Circular No. 063 series of 2020 on the Addendum to the Interim Guidelines for Alternative Work Arrangements		Page 1 of 1 page/s Number 063-B, Series of 2020
Date Issued: August 04, 2020	**Effectivity:** Immediately	**Supersedes:**

TESDA Circular No. 063, series of 2020 on the Addendum to the Interim Guidelines for Alternative Work Arrangements is hereby amended based on the Office of the President Memorandum Circular No. 79 on the "Operational Capacity to be Adopted by Government Agencies and Instrumentalities During a Modified Enhanced Community Quarantine" dated 03 August 2020 as follows:

III. WORK ARRANGEMENTS

a. For areas under ECQ and MECQ:
   a. Combination of Skeleton Workforce and Most Appropriate Alternative Work Arrangements in accordance to relevant rules and regulations of the CSC;
   b. All operating units shall adopt a skeleton workforce and alternative work arrangements up to a **maximum of 50% operational capacity** at any given time; and
   c. All Heads of the various operating units must ensure that their respective units are functional and able to perform the day-to-day functions of the Office.

In line with this, the following support mechanisms shall be provided to TESDA employees who physically report for work at TESDA offices located in all geographical areas placed under ECQ and MECQ:

a. Shuttle Services;
b. Free Accommodation in the TESDA Dormitories; and
c. Hazard Pay, following the guidelines for the payment provided in TESDA Memorandum No. 147, series of 2020 dated April 02, 2020.

This Circular shall take effect immediately and shall amend/supersede/revoke any other issuances inconsistent herewith.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General

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

Office of the President
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ATTY. CONCEPCION ZENY E. FERROLINO-ENAD
DIRECTOR IV
8/3/2020