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SUBJECT: **Adoption of Interim Guidelines for Alternative Work Arrangements**		Page 1 of 6 page/s Number 056, Series of 2020
Date Issued: May 14, 2020	**Effectivity:** As indicated	**Supersedes:**

I. RATIONALE/BACKGROUND

The Civil Service Commission (CSC) issued Memorandum Circular No. 10, s. 2020 dated 07 May 2020 on 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.

II. SCOPE AND COVERAGE

These interim guidelines shall be adopted and implemented in TESDA Central / Regional / Provincial / District Offices and Training Institutions. This shall apply to all employees of TESDA regardless of employment status.

III. ALTERNATIVE WORK ARRANGEMENT OPTIONS AND PARAMETERS

TESDA COROPOTI shall adopt any or a combination of the following alternative work arrangements that are appropriate and applicable to their functions as well as their place of work:

A. Work-from-Home – refers to an output-oriented work arrangement that authorizes the employee to produce outputs/results and accomplishments outside of the office. This arrangement shall be adopted in areas placed under Enhanced Community Quarantine (ECQ) by the President and may be adopted in areas placed under General Community Quarantine (GCQ) where public transportation shall operate at a reduced capacity and physical/social distancing is required in the workplace.

1. Work-from-home arrangements may be allowed for the following tasks:
   - research;
   - policy formulation/review/amendment;
   - project work, including but not limited to, drafting of proposals/project studies/training modules;
   - data encoding/processing;

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- adjudication of cases or review of cases, including legal work;
- budget planning and forecasting;
- recording, examination and interpretation of financial records and reports;
- evaluation and formulation of accounting, auditing and management control systems;
- computer programming;
- database maintenance;
- design work/drafting of drawing plans;
- preparation of information materials;
- other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

2. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under GCQ, shall be under work-from-home arrangement, <u>except when their services are indispensable under the circumstances or when office work is permitted.</u>

3. To facilitate the implementation of the work-from-home arrangement, each operating unit head shall ensure the following:

   a. The employees are given tasks to be performed to the full extent possible in terms of man-days per work week.

   b. Employees under work-from-home shall make themselves available during the work hours that they are at home.

   c. The employees have access to or is provided with any communication equipment or facilities, such as computer/laptop, internet, or mobile phone.

d. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.

e. The confidential and proprietary information are protected and secured at all times.

B. Staggered Working Hours – refers to a work arrangement that observe work shifting or flexible working time to limit the number of officials and employees in an office at any given time. For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule.

1. The following work arrangement shifts may be adopted:

Morning Shift	7:00 AM to 1:00 PM
Afternoon Shift	1:00 PM to 7:00 PM

2. Employees shall remain flexible in making themselves available for work duties outside of their core hours to complete the 40-hour workweek.

C. Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible

1. During ECQ, skeleton workforce may be allowed. The employees assigned as skeleton workforce, during ECQ, shall be issued the necessary travel/office orders, in addition to the office issued IDs for proper identification.

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2. In case the duty or work schedule of an employee assigned as a skeleton workforce falls on a regular holiday, the required 40-hour workweek shall be considered as complied. However, if the employee is required to report, he or she should be entitled to additional compensation like overtime or compensatory time off (CTO), among others.

3. The employees assigned as skeleton workforce shall be entitled to Hazard Pay on top of the Compensatory Time Off or Overtime Pay, as well as other applicable allowances, subject to accounting and auditing rules and regulations.

D. Four-day (Compressed) Workweek – refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week.

1. The four-day workweek may be used as one of the alternative work arrangements of the offices located in areas placed under GCQ which are identified either as moderate-and low-risk in the spread of COVID-19.

2. The 4-day workweek may be observed as follows: Monday to Thursday, Tuesday to Friday, Monday to Tuesday and Thursday to Friday or a combination of the 4-day workdays to ensure that there are employees reporting the whole workweek.

3. In case a regular holiday falls within the scheduled workweek of the employee, the required 40-hour workweek shall be considered as complied.

E. Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements appropriate/applicable to the office subject to the prevailing community quarantine in the area where the operating unit is located and the nature of work/job performed by the employee/s.

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TESDA COROPOTI may use a combination of the above enumerated work arrangements. Each operating unit shall come up with the list of their employees with their respective schedule and work arrangements that will ensure and maintain the normal workweek operations in the office. Said list shall be submitted to the Human Resource Management Division – Administrative Service (HRMD – AS) for Central Office, to Finance and Administrative Services Division (FASD) for Regional Offices, and to HR unit for Provincial / District Offices / Training Institutions. HRMD/FASD/HR Focal Persons shall monitor the effective and efficient implementation of the identified work arrangements.

For attendance monitoring purposes, the use of Daily Time Records duly signed by the employees and approved by the superiors, will still be enforced to serve as basis for computation of salaries and other forms of incentives. The use of Biometrics Bundy Machines shall be temporarily suspended until the lifting of the Period of State of National Emergency Due to COVID-19 Pandemic.

IV. SUPPORT MECHANISMS

All office/operating unit heads shall ensure that employees are afforded with the following adequate support mechanisms:

a. Health/psychosocial interventions like stress debriefing;
b. Reduced working hours, as authorized by the President;
c. Reasonable transportation and accommodation facilities shall be provided to employees assigned as skeleton workforce, whenever practicable, and subject to accounting and auditing rules and regulations;
d. Reasonable expenses incurred during the work-from-home may be defrayed by the agency subject to accounting and auditing rules and regulations; and

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e. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies subject to accounting and auditing rules and regulations.

V. GENERAL GUIDELINES

A. The alternative work arrangements shall be adopted only for the duration of the State of National Emergency or until lifted by the President.
B. The operating unit head shall give priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).
C. For alternative work arrangements that require physical presence in the office premises, physical distancing requirements should always be observed.
D. For employees who have been confirmed positive with COVID-19 but have already recovered, a medical certificate indicating fitness to work and two (2) confirmed negative COVID-19 tests results shall be provided to HRMD/FASD/HR Unit before returning to work.
E. Employees shall observe minimum health standards protocol at all times such as wearing of face masks, taking of body temperature, and presence of sanitation stations.
F. The use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction is highly encouraged.
G. All employees shall submit a weekly accomplishment report to their supervisors to ensure that public service delivery is not prejudiced.

This Circular shall take effect after the imposition of a General Community Quarantine (GCQ) and shall be adopted for the duration of the State of National Emergency.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General