TESDA CIRCULAR

SUBJECT: Reiteration of the Adoption of Measures for the Enhanced Community Quarantine and the Guidelines for the Management of the Corona Virus Disease Situation		Page 1 of 6 page/s Number 028, Series of 2021
Date Issued: 27 March 2021	**Effectivity:** Immediately	**Supersedes:**

REFERENCES:

A. Resolution No. 106-A Series of 2021, dated March 27, 2021 issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID);
B. Pronouncement of Presidential Spokesperson Secretary Harry Roque on 27 March 2021 reverting National Capital Region, Bulacan, Cavite, Laguna, and Rizal to the strictest enhanced community quarantine due to exponential rise in COVID-19 cases;
C. Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of January 21, 2021;
D. Memorandum Circular No. 18, Series of 2020 dated October 15, 2020 by the Civil Service Commission on the Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic;
E. TESDA Circular No. 049, series of 2020 with subject "Mandatory Precautionary Measures to Prevent the Spread of Covid-19" issued by the Director General;
F. Memorandum No. 149, series of 2020 with subject "Mandatory Wearing of Face Masks in TESDA Premises and other Public Areas"; and
G. Administrative Order No. 26 dated March 21, 2020: Authorizing the grant of hazard pay to government personnel who physically report for work during the period of implementation of an enhanced community quarantine relative to the Covid-19 outbreak.
H. Civil Service Commission Memorandum Circular 23 s., 2020 re.: Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic

Pursuant to the above-mentioned references, TESDA Offices shall adopt the following measures during the enhanced community quarantine in the National Capital Region, Bulacan, Cavite, Laguna, and Rizal as declared by the IATF-MEID from March 29 to April 4, 2021 and implement the guidelines for the management of the corona virus disease situation in the concerned TESDA Offices/facilities:

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I. SUSPENSION OF CLASSES AND CONDUCT OF COMPETENCY ASSESSMENT

A. All face – to face classes in TTIs and TVIs within areas declared under strict Enhanced Community Quarantine are suspended during the entire duration of ECQ as declared by the Inter-Agency Task Force (IATF) for Management of Emerging Infectious Diseases. Whenever applicable, trainees shall be allowed to fulfill their educational requirements through appropriate blended/virtual learning delivery modes during the said period. After the period of suspension, all classes shall resume to complete the required number of training hours. Provided, that the Provincial/District Offices shall be responsible in coordinating with the school administrators to ensure proper information dissemination of the said suspension.

B. The conduct of the face-to-face competency assessment shall likewise be suspended during the same period.

C. Other Regional Offices shall adhere to the pronouncement of their respective Local Government Units (LGUs) on the suspension of work and classes.

II. MASS GATHERINGS

Mass gatherings, as defined by the World Health Organization (WHO) as an occasion, either organized or spontaneous where the "number of people attending is sufficient to strain the planning and response resources of the community, city, or nation hosting the event", and as declared by the IATF-MEID, as a gathering of ten (10) persons who were outside of household is hereby prohibited. This includes but not limited to the following face to face activities of TESDA personnel, trainees and candidates for assessment:

A. Flag Raising Ceremonies;
B. Meetings/Conferences;
C. In-house trainings;
D. Conduct of Assessments; and
E. Other similar events.

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III. WORK ARRANGEMENT IN THE TESDA OFFICES UNDER STRICT ENHANCED COMMUNITY QUARANTINE

A. Work in all TESDA Offices in areas declared under ECQ shall be mostly conducted via online and/or virtually;

B. Personnel who shall render services as the skeleton workforce in the TESDA Taguig Complex will be accommodated in the TESDA dormitories to ensure unhampered delivery of services to the public;

C. Heads of offices/operating units shall be responsible in ensuring that all personnel, including those under contractual and on job order services in a work-from-home arrangement shall continue to function and deliver unhampered services by strictly monitoring the given tasks, consolidation of accomplishments and recording of daily attendance;

D. Regional Offices, declared under ECQ shall issue an office order, to identify their respective skeleton workforces for critical services operating for the duration of the ECQ;

E. The list of identified skeleton workforce in the Central Office must be submitted to the Human Resource Management Division, Administrative Service for issuance of TESDA Order;

F. The TESDA Order and Office Order issued by the Central Office and the Regional Offices, respectively shall be the basis for the allocation of hazard pay for the services of the personnel rendered during ECQ;

G. Bona fide IDs issued by the Authority shall be sufficient for movement within the contained areas of the skeleton workforces;

H. For skeleton workforce rendering essential services, the Heads of Office shall arrange for the use of their own respective service vehicle;

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I. Absences of officials and employees due to any of the following reasons shall be considered either as vacation or sick leave and shall be charged against earned vacation/sick leave credits:

1. Failure to report for work after undergoing the required quarantine leave and/or required COVID-19 treatment leave, except for:
   i. Unable to report for work due to health-risks provided they are not qualified for work-from-home arrangement;

   ii. Unable to report for work due to the imposition of lockdown declared by the President or localized lockdown under; and

   iii. Unable to report for work due to suspension of public transportation, or no agency service vehicle/shuttle service was provided to the employees who are on skeleton workforce, subject to the internal guidelines adopted by the agency covering the allowed distance between residence and place of work.

IV. TRAVEL RESTRICTIONS

A. All applications for leave for personal foreign travels shall be covered by the pertinent issuances of the Civil Service Commission (CSC).

B. TESDA officials and employees who have history of travel from countries with identified cases of COVID-19 must ensure that they have submitted themselves to "self-quarantine" in their homes or any appropriate health facility for fourteen (14) calendar days upon arrival in the Philippines.

V. HEALTH AND SAFETY MEASURES

A. All employees entering TESDA facilities must wear face mask and face shield at all times;

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B. All those entering the TESDA facilities must;
   i. be subjected to a no-contact thermal scanning, body temperature shall not exceed 37.4°C;
   ii. those suffering from fever, flu, colds and cough or found with any symptom shall be prevented from entering;
   iii. complete the Quick Response (QR) TESDA Contact Tracing System honestly; and
   iv. disinfect their hands with proper disinfectants before entering the premises.

C. Common areas, including frequently touched fixture (bundy machines, door knobs, door handles, hand rails, elevator buttons) must be disinfected every 30 minutes using proper disinfectants;

D. The concerned Administrators, Provincial Directors or Regional Directors must ensure sufficient supply of disinfectants in their respective offices;

E. All employees are enjoined to consider that we are all possible carriers of the virus and therefore should take appropriate actions to prevent contaminating other individuals;

F. Eating in the pantry and/or common dining areas is strictly prohibited;

G. The proper cough etiquette should be practiced – maintain distance and cover the mouth with a tissue or the crook of one's elbow when coughing or sneezing then apply disinfectant immediately; and

H. Frequent handwashing must be practiced.

I. MISCELLANEOUS PROVISIONS

A. Everyone is advised to observe all safety and precautionary measures as promulgated by the Department of Health (DOH) and to cooperate with any efforts of the government to prevent the spread of the COVID19 until the State of Public Health Emergency is lifted.

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B. If the personnel have been exposed to the confirmed COVID-19 patient, RT-PCR Tests can be done at least five (5) days from the day of exposure. However, fourteen (14)-day self-quarantine shall still be imposed to the persons exposed to confirmed case.

C. Those who feel sick with the COVID-19-like symptoms must immediately inform his/her supervisor, voluntarily seek immediate medical attention and/or go on self-quarantine;

D. All Regional Offices not mentioned in this Circular are hereby advised to adhere with the pronouncements of their respective LGUs.

VII. GRANT OF HAZARD PAY

The grant of the COVID-19 Hazard Pay and/or the COVID-19 SRA to qualified government personnel and contract of service (COS)/job order (JO) workers who physically report for work in areas under ECQ shall be in accordance to the provision of Administrative Order (AO) Nos. 26 s. of 2020.

VII. REPEALING CLAUSE

All issuances inconsistent herewith are hereby repealed.

VIII. EFFECTIVITY

This Circular shall take effect as indicated.

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