



MAR 16 2020

MEMORANDUM CIRCULAR

No. 2020- 02

SUBJECT: GUIDELINES ON ALTERNATIVE WORKING ARRANGEMENTS TO ENSURE SAFETY OF PERSONNEL AND THE CONTINUED DELIVERY OF ESSENTIAL SERVICES UNDER COVID-19 THREAT SITUATION

Pursuant to the Memorandum from the Executive Secretary to the Heads of Departments, entitled “Stringent Social Distancing Measures and Further Guidelines for the Management of COVID-19 Situation and Announcement No. 12, series of 2020 of the Civil Service Commission dated 16 March 2020 on Alternative Work Arrangements in light of Code Red Sub-level 2, the following guidelines are hereby prescribed:

I. SCOPE AND OBJECTIVES

These guidelines shall cover all offices of the DENR at the Central Office, Regional Offices, Bureaus and Attached Agencies.

The aim is to ensure health and safety of all DENR personnel while, at the same time, facilitate the continuous delivery of the Department’s essential services.

II. WORKING ARRANGEMENTS

A. FOR DENR OFFICES IN METRO MANILA AND OTHER AREAS UNDER COMMUNITY QUARANTINE

1. For DENR offices located in areas declared under Community Quarantine such as the DENR Central Office, Staff and Line Bureau Offices, Attached Agencies and NCR and MIMAROPA Regional Offices, a combination of the “work from home” and maintenance of skeletal workforce shall be adopted.
2. In view of the arrangement, use of biometrics will be temporarily suspended but an alternative mode will be identified by the HRD.
3. Assignments/tasks including instructions on what should be done and deadlines will be transmitted by supervisors to staff and outputs of staff are to be submitted electronically through viber, messenger or email and that for this purpose, offices/divisions are encouraged to create their viber/messenger groups. Additional reporting guidelines may be developed by each office if deemed needed.
4. Other arrangements that may be needed to implement the work from home arrangement may be agreed upon by each office.
5. To ensure continuous flow of documents (receipt, referral for action and release of action documents/outputs), immediate action on urgent concerns, and in order not to impede delivery of frontline and essential services, a skeletal group which could consist of permanent and JOs will be maintained by each division/office.

6. For divisions/offices providing frontline and essential services, the skeletal workforce shall be at least 20% of the total workforce on a rotation basis. For other divisions/offices, a skeletal workforce of two to three personnel will be required, also on a rotation basis.
7. At all times, the skeletal force in the division/office shall be headed by a senior staff (division chief/assistant division chief/section chief) who can make immediate decision on urgent concerns.
8. Those personnel who are pregnant, senior citizens, with health problems and those residing outside Metro Manila or the area under Community Quarantine are not to be included in the skeletal force.

B. FOR DENR OFFICES OUTSIDE OF METRO MANILA AND NOT COVERED BY COMMUNITY QUARANTINE

1. Those offices (whether DENR/EMB/MGB RO, PENRO or CENRO) in COVID-free areas may adopt the four-day per week arrangement.
2. Those DENR offices located in cities and municipalities affected by COVID-19, the work-from-home cum skeletal workforce, as discussed in Item A above, shall also apply.
3. For those DENR offices located in areas that are still COVID-free but where closing of borders has been declared by the host LGU to prevent entry of contaminants OR, with personnel residing in COVID-affected/boundary-closed localities, the Regional Executive Director is given the discretion to adopt the work from home cum skeletal workforce or cum four-day work per week arrangement, depending on the number of personnel affected.
4. The RED shall submit a report to the Undersecretary for Legal, Administration, Finance, Human Resources and Information Systems, copy furnished the Undersecretary for Field Operations, on the working arrangement adopted, three (3) days upon issuance of this circular.

III. COMPENSATION

- A. The compensation and leave of permanent personnel shall not be affected as a result of the alternative working arrangement prescribed above.
- B. The Undersecretary for Legal, Administration, Finance, Human Resources and Information Systems shall immediately coordinate with the Civil Service Commission and the Commission on Audit to confirm that the compensation of personnel under Contract of Service will likewise not be affected.

FOR COMPLIANCE.


ROY A. CIMATU
Secretary



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