



MC No. 07, s. 2020

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; LOCAL GOVERNMENT UNITS; AND STATE UNIVERSITIES and COLLEGES

SUBJECT : Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922

Pursuant to CSC Resolution No. 2000481 promulgated on March 11, 2020, the Commission resolved to adopt the following Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922:

1.0 Scope and Coverage

These interim guidelines shall cover all government agencies, namely: Constitutional Bodies, Departments, Bureaus, and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, Local Government Units (LGUs), and State Universities and Colleges (SUCs).

2.0 Alternative Work Arrangement Options and Parameters

Government agencies may adopt either or both of the following work arrangements:

- a. Four-day Workweek – an alternative work arrangement whereby the individual's workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours so the total number of required work hours per week shall not be less than 40 hours.

The agency shall ensure that its normal workweek is maintained.

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- b. Shifting – agencies shall strategize that the shifting of employees shall still meet the required 40 hours per week. For this purpose, shifting refers to the following:
 - 1. Existing 24/7 shifting schedule; and
 - 2. Shifting of assignments to perform frontline services.

3.0 Support Mechanisms

The agency head shall ensure that the workers providing essential services such as health workers, first responders, frontline service providers and the like are provided support mechanisms such as the following:

- a. Health interventions;
- b. Stress debriefing; and
- c. Appropriate technologies to minimize face to face contact.

4.0 General Guidelines

- a) The alternative work arrangements shall be adopted for the duration of the State of Public Health Emergency;
- b) Agencies may formulate their internal rules and regulations governing the implementation of the alternative work arrangements in accordance with these guidelines, which shall be submitted to the Civil Service Commission (CSC) through the CSC Regional Offices for records purposes;
- c) Agencies shall adopt a monitoring mechanism during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.

5.0 Effectivity

CSC Resolution No. 2000481 shall take effect immediately.


ALICIA dela ROSA-BALA
Chairperson



11 MAR 2020