

# CSC MCs on AWA and Other HR- Related Guidelines

# GOVERNMENT ALTERNATIVE WORK ARRANGEMENTS [AWA] & SUPPORT MECHANISMS DURING PANDEMIC



# **1** *MC No.10, s. 2020 as amended by MC 18, s. 2020*

**Revised Interim Guidelines for  
Alternative Work Arrangements &  
Support Mechanisms for Workers in  
the Government During the Period  
of State of National Emergency  
Due to COVID-19 Pandemic**



# ALTERNATIVE WORK ARRANGEMENTS

**Work-from-Home** – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office

**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.



# ALTERNATIVE WORK ARRANGEMENTS

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

**Staggered Working Hours**– refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time. For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule



## UNDER MC 18, s. 2020

- **Staggered Working Hours**
- **WORK SHIFTING/FLEXIBLE STAGGERED WORKING HOURS**



**Other Alternative Work Arrangements**— refers to a work arrangements consisting of combination of the above enumerated work arrangements of other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and **the nature of work/job performed by the employee/s**

- **UNDER MC 18, S. 2020**
- **Appropriate/ applicable to the agency mandate/ functions**



## UNDER MC 18, s. 2020



the nature of work/  
job performed by the  
employee/s

Appropriate/applicable to  
the agency mandate/  
functions





# PARAMETERS

## WORK FROM HOME

MC 10, S. 2020

ECQ/GCQ

BELOW 21 & 60 YRS & ABOVE

WITH IMMUNODEFICIENCY, COMORBIDITIES,  
ETC

RESIDING WITH THE ABOVEMENTIONED

**EXCEPTION:**

SERVICES ARE INDISPENSABLE



# PARAMETERS

## WORK FROM HOME

MC 18, S. 2020

ECQ/MECQ; GCQ & MGCQ (w/ conditions)

BELOW 21 & 60 YRS & ABOVE

WITH IMMUNODEFICIENCY, COMORBIDITIES,  
ETC

RESIDING WITH THE ABOVEMENTIONED

**EXCEPTION:**

SERVICES ARE INDISPENSABLE



## PARAMETERS [TASKS]

RESEARCH

POLICY FORMULATION/  
REVIEW/AMENDMENT

PROJECT WORK

DATA ENCODING

ADJUDICATION OF CASES

BUDGET PLANNING/  
FORECASTING



## PARAMETERS [TASKS]

RECORDING, EXAMINATION &  
INTERPRETATION OF FINANCIAL RECORDS

ACCOUNTING & BUDGETING

COMPUTER PROGRAMMING

DATABASE MAINTENANCE

DESIGN WORK/DRAFTING



## PARAMETERS [TASKS]

PREPARATION OF INFO MATERIALS

EMAIL TASKS

HR TASKS

ANALOGOUS TASKS W/C USES PC, INTERNET  
FOR READING, ENCODING , ETC.



## MC 18, s. 2020

Agencies under WFH arrangement may adopt performance standards to guide the employees in the delivery of assigned tasks, like a point system where each output is assigned points based on length of time, complexity, or other criterion which are aligned with the CSC-approved agency SPMS

# MC 18, s. 2020

Employees under work-from-home are **not** entitled to Compensatory Overtime Credit/Overtime Pay

# MC 18, s. 2020

## Annex A – Illustrative Example of Performance Standards

Function/Activities	Output	Performance Indicator	Points	Operational Definition
Administrative Concerns	Submission of Plans/Reports	# of plans/reports submitted		Administrative Reports required by the Offices in the Central Office
	Work and Financial Plan		24	
	Annual Procurement Plan		16	
	Project Procurement Management Plan		16	
	Year-end Report (office accomplishment)		16	
	Performance Contracts		16	
	Monthly Accomplishment Report		8	
Inventory Report	8			
Policy and Systems Review, Enhancement and Formulation	Concept Paper	# of concept papers approved by the Commission	24	Proposals of new actions to take. Paper includes discussion on the need or problem statement, objectives and possible solutions or methods for implementation
	Research Proposal	# of research proposal approved by the Commission	24	Proposals to conduct researches/studies/projects approved by the Commission
	Research Studies	# of research reports/studies submitted to the Commission	40	Researches and studies conducted for policy formulation, program/project/systems development, or simply for decision making.



**AGENCY HEADS SHALL ENSURE  
THE FOLLOWING:**

**EMPLOYEES UNDER WFH SHALL MAKE THEMSELVES AVAILABLE DURING WORK HOURS THAT THEY ARE AT HOME**

**EMPLOYEES HAVE ACCESS TO OR IS PROVIDED WITH ANY COMMUNICATION EQUIPMENT OR FACILITIES**

**APPROPRIATE MEASURES SUCH AS PLEDGE OF CONFIDENTIALITY OF INFORMATION, DATA ENCRYPTIONS, ETC. ARE IN PLACE TO ENSURE PROTECTION OF DATA USED PURSUANT TO RA NO. 10173 OR THE DATA PRIVACY ACT OF 2012**

**THE CONFIDENTIAL AND PROPRIETARY INFORMATION ARE PROTECTED & SECURED AT ALL TIMES**

# PARAMETERS

## **SKELETON (SKELETAL) WORKFORCE** **MC 18, S. 2020**

**ECQ; MECQ**

**AGENCIES PROVIDING HEALTH & EMERGENCY  
FRONTLINE SERVICES, BORDER CONTROL, & OTHER  
CRITICAL SERVICES AS IDENTIFIED IN THE IATF  
OMNIBUS GUIDELINES ON COMMUNITY QUARANTINE**

**NECESSARY TRAVEL/OFFICE ORDERS, IN ADDITION TO  
OFFICE-ISSUED IDs FOR PROPER IDENTIFICATION**

# PARAMETERS

## **SKELETON (SKELETAL) WORKFORCE MC 18, S. 2020**

**ECQ; MECQ**

**UNDER GCQ & MGCQ, MAY USE SKELETAL IN  
COMBINATION W/OTHER AWA PROVIDED THE  
REQUIRED 40-HR IS COMPLIED**

**ENTITLED TO HAZARD PAY [AO No. 26 & DBM BC No.  
2020-1, s. 2020] ON TOP OF COMPENSATORY TIME OFF  
[CSC-DBM JC No. 2. s. 2015] OR OVERTIME PAY, AND  
OTHER APPLICABLE BENEFITS, SUBJECT TO DBM, CIVIL  
SERVICE, ACCOUNTING & AUDITING RULES &  
REGULATIONS**

# PARAMETERS

## **FOUR-DAY (COMPRESSED) WORK WEEK** **MC No. 18, S. 2020**

**GCQ; MGCQ**

**AGENCIES IN AREAS PLACED UNDER GCQ & MGCQ MAY ADOPT 4-DAY WORKWEEK IN COMBINATION WITH OTHER ALTERNATIVE ARRANGEMENT/S PROVIDED THAT THE REQUIRED 40-HR IS COMPLIED WITH**

**\*DUTY FALLS ON A REGULAR HOLIDAY, REQUIRED 40-HOUR WORKWEEK DEEMED COMPLIED**

**\*EXCEPT: EMPLOYEES OF AGENCIES WHO ARE REQUIRED TO PROVIDE SKELETON FORCE IN HEALTH EMERGENCY FRONTLINE SERVICES, BORDER CONTROL & OTHER CRITICAL SERVICES THAT IS REQUIRED TO OPERATE ON A 24/7 WORK SCHEDULE**

# PARAMETERS

**FOUR-DAY (COMPRESSED) WORK WEEK**  
**MC No. 18, S. 2020**

**\*EXCEPT: EMPLOYEES OF AGENCIES WHO ARE REQUIRED TO PROVIDE SKELETON FORCE IN HEALTH EMERGENCY FRONTLINE SERVICES, BORDER CONTROL & OTHER CRITICAL SERVICES THAT IS REQUIRED TO OPERATE ON A 24/7 WORK SCHEDULE**

# PARAMETERS

## **WORK SHIFTING/FLEXIBLE (STAGGERED) WORKING HOURS**

**MC No. 18, s. 2020**

**AGENCIES MAY ADOPT WORK SHIFTING/FLEXIBLE WORKING HOURS APPROPRIATE/APPLICABLE TO THEIR MANDATE/FUNCTIONS REGARDLESS OF COMMUNITY QUARANTINE CLASSIFICATION THEIR AGENCY IS LOCATED**

**IN CONSULTATION WITH THE EMPLOYEES**

**ENSURE THAT EMPLOYEES REMAIN FLEXIBLE IN MAKING THEMSELVES AVAILABLE FOR WORK DUTIES OUTSIDE OF CORE HOURS, IF NECESSARY**

# PARAMETERS

## **OTHER ALTERNATIVE WORK ARRANGEMENTS**

MAY ADOPT OTHER AWA THAT ARE APPROPRIATE/APPLICABLE TO THE AGENCY MANDATE/FUNCTIONS AS WELL AS THEIR PLACE OF WORK OTHER THAN THE ABOVE-ENUMERATED WORK ARRANGEMENTS

AGENCIES MAY USE COMBINATION OF THOSE MENTIONED WORK ARRANGEMENTS

# SUPPORT MECHANISMS

## UNDER MC 10, S. 2020

As amended by **CSC MC No. 18, s. 2020**

- A. HEALTH INTERVENTION/  
STRESS DEBRIEFING
- B. PROVISION OF PPEs
- C. REDUCED WORKING HOURS
- D. REASONABLE TRANSPORTATION  
FACILITIES/HOUSING QUARTERS



# SUPPORT MECHANISMS

## UNDER MC 10, S. 2020

As amended by **CSC MC No. 18, s. 2020**

**E. REASONABLE EXPENSES  
INCURRED DURING WFH,  
SUBJECT TO **BUDGETING**  
[under MC 18, s. 2020]  
ACCOUNTING & AUDITING  
RULES**

**F. OTHER MONETARY & FORMS  
OF INCENTIVES AS MAY BE  
ALLOWED**

# PRECAUTIONARY MEASURES



- ✓ adopt monitoring mechanism
- ✓ use of videoconferencing/  
teleconferencing
- ✓ formulate internal rules and  
regulations concerning AWA
- ✓ submit report on the implementation of the AWA to  
the CSCRO8 for policy formulation and records  
purposes
- ✓ **agencies located in area placed under GCQ/MGCQ  
shall ensure that the whole workweek is manned in  
order not to prejudice public service delivery**

# GENERAL GUIDELINES

UNDER MC 10, S. 2020

- a. **Adopted for the duration of the State of Public Health Emergency**
  
- b. **Give priority to the preferred schedule of employees who are:**
  - below 21 yrs old,**
  - 60 yrs old & above,**
  - with immunodeficiency comorbidities, or other health risk/conditions**
  - those residing with the aforementioned,**
  - pregnant women, nursing mothers, PWDs whose services are indispensable under the circumstances.**

# GENERAL GUIDELINES

UNDER MC 10, S. 2020

- c. Requests for different work schedule/arrangement of employees with immunodeficiency, comorbidities, or other health risk/conditions must be supported with medical certificate and other medical records.

# ABSENCES/LEAVE DURING THE COVID-19 PANDEMIC



# 2 *MC No.23, s. 2020*

**Interim Guidelines on Absences of  
Government Employees During the  
Community Quarantine Due to the  
COVID-19 Pandemic**

# SCOPE

Apply to all public sector, regardless of status of appointment [permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term] including elective officials

# *GUIDELINES*

## **EXCUSED ABSENCES**



- Stranded abroad or locally while on **official travel** due to the suspension of all forms of transportation [land, sea and air]
- Stranded abroad or locally while on **approved personal travel** due to the suspension of all forms of transportation; provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided further that the excused absence covers only the period they are scheduled to report back to office and for the duration of the ECQ/MECQ/GCQ

- Unable to report for work due to health risks provided they are not qualified for work from home arrangement
- Unable to report for work due to imposition of lockdown declared by the President of localized lockdown under Section 2 of Executive Order No. 112, s. 2020
- 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

- Job/tasks of officials and employees cannot be performed through work from home arrangement, and the agency has no assigned any other task

# *GUIDELINES*

**EITHER VACATION OR  
SICK LEAVE**

- Failure to report for work after the approved personal leave of absence [locally or abroad] of those who could not present proof as required in these guidelines
- Failure to report for work after undergoing the required quarantine leave and/or required COVID-19 treatment leave, except for conditions as cited in Items 3.1 c, d and e [health risk, imposition of lockdown & suspension of public transport]

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➤ Failure to report for work of those whose alternative work arrangement requires physical presence in the office and assigned as skeleton force, and with support mechanisms are provided like transportation or housing quarters, except those under 3.1 c [due to health risk]

➤ Failure to make themselves available during the work hours, without justifiable reason, while they are at home in cases where no assignment is given, e.g. non-response to calls or messages

Approved leave/s absence [vacation or sick] of officials and employees prior to the imposition of community quarantine which took effect during the community quarantine, shall still be considered as leave/s of absence and shall be charged against their earned leave credits, unless their request for cancellation or deferment of leave was approved by the agency/office head or authorized official.

Officials and employees who were on absence without approved leave [AWOL] prior to Mrch 16, 2020 until the declaration of the community quarantine shall still be considered on AWOL for the period that they have not signified to report for work during the community quarantine



Officials and employees who were stranded abroad with approved leave but without travel authority shall be considered absent, and such absences shall be charged against earned vacation and/or sick leave, as applicable

## RESTORATION OF LEAVE CREDITS

- Leave credits deducted from the officials and employees due to circumstances specified in Item No. 3.1 above shall be restored accordingly.

## EFFECTIVITY

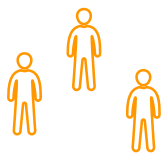
- Retroactively on March 16, 2020 and shall remain in force until the State of Public Health Emergency has been lifted by the President of the Philippines

**“NON-  
NEGOTIABLES”**



## **FORTY (40) WORK HOURS**

**Rule XVII, Sec. 5,  
Omnibus Rules  
Implementing Book V  
of EO 292**



# **SOCIAL RESPONSIBILITY**

**MC 05, s. 2020**



**LEAVES OF  
ABSENCES**  
**Omnibus Rules on  
Leave**



## **OUTPUT- BASED**

### **Public Service Delivery Requirements**



# APPOINTMENTS ISSUED DURING THE COVID-19 PANDEMIC



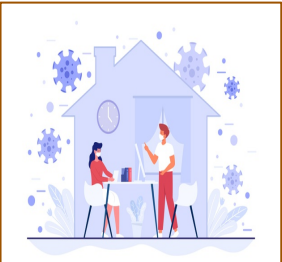
# 3 *MC No.14, s. 2020*

**Interim Guidelines on  
Appointments and Other Human  
Resource Actions for the Period of  
State of Calamity Due to the  
COVID-19 Pandemic [IGAOHRA]**

# RATIONALE



**continuous recruitment**



**limitation in mobility and contact**



**queries and request**

# 1.0 Purpose

To lay down the parameters on appointment processes and other human resource actions during the State of Calamity due to COVID-19 pandemic

## 2.0 Scope and Coverage

- ❑ first and second level positions, including second level executive/managerial positions in the career service
- ❑ non-career service who are non-presidential appointees.

## 3.0 General Guidelines

1. Publication and Posting of Vacant Positions
2. Recruitment and Selection Process
3. Issuance of Appointment
4. Submission of Appointment
5. Action on Appointment
6. Assumption to Duty
7. Probationary Period
8. Reassignment, Detail, Transfer, Designation
9. Filling of Vacant Positions Resulting From Promotion

## Publication and Posting of Vacant Positions

The nine (9)-month validity period of publication pursuant to Section 29 of the 2017 ORAOHRA, as amended, shall be extended for the period equivalent to the duration of the enhanced community quarantine (ECQ) or modified enhanced community quarantine (MECQ) imposed in the areas where the agency is located, reckoned from the date of its lifting.

## Publication and Posting of Vacant Positions

The submission of the electronic copy of the Request for Publication of Vacant Positions (CS Form No. 9, Revised 2018) to the CSC Field Office (CSC FO) concerned through electronic mail (e-mail) shall be continued.

The corresponding hard copy shall be **submitted to the CSC FO concerned within sixty (60) calendar days upon the lifting of the ECQ/MECQ** by proper authorities, for reference and records purposes.



# Publication and Posting of Vacant Positions



The posting of the list of vacancies in three (3) conspicuous places is relaxed during the period of the ECQ/MECQ. Hence, publication/posting in the CSC, the agency website or its social media platforms, other job search web engines and radio announcements would suffice.

## Recruitment and Selection Process

Agencies shall adopt **internal guidelines** that will allow for online recruitment and selection processes such as online competency assessments, video conferencing for interviews and HRMPSB deliberations.

The CSC RO and CSC FO concerned shall be furnished a copy of said **internal guidelines** for records purposes.

## Issuance of Appointment

- Appointing officers/authorities of agencies, including the HRMOs and HRMPSB Chairpersons, are allowed to affix their electronic signatures on copies of appointments provided that a certification by the head of the agency on the use of their electronic signatures, which shall also include the specimen signatures, is submitted to the CSC RO through the CSC FO concerned.

## Issuance of Appointment

- Agencies shall adopt internal rules to ensure that the electronic signatures are secured and validated. Said rules on electronic signatures shall be included in the agency internal guidelines as stated in Item no. 2 of these interim guidelines.

## Submission of Appointment

Agencies shall be allowed to **submit to the CSC FO concerned through e-mail the appointments issued** within thirty (30) calendar days from date of issuance of the appointments and on or before the 30<sup>th</sup> day of the succeeding month, respectively.

## Submission of Appointment

Agencies shall submit the hard copies of the appointments, ATAF/RAI and requirements for regular appointments within sixty (60) calendar days upon the lifting of the ECQ/MECQ by proper authorities.

The CSC FO concerned shall stamp said appointments and ATAFs/RAIs with the date of receipt of email submission of said documents.

## Action on Appointment

Appointments submitted through e-mail may be approved/validated if the appointee meets the qualification standards of the position with the following collatilla:

- i. Subject to revalidation upon submission of the original copies
- ii. Subject to official verification of civil service eligibility

## Action on Appointment

Action of appointments by the CSC FO concerned shall be **reflected on the ATAF/RAI** which can be sent thru e-mail to the agency. A separate CSC RO/FO letter informing an agency regarding the disapproval/invalidation of appointment shall likewise be sent thru email. The **CSC FO Director shall sign the appointments upon submission of the hard copies** by the agencies, with the same date as indicated on the ATAF/RAI.



## Action on Appointment

In case of disapproval/  
invalidation of appointments, the  
2017 Rules on Administrative  
Cases in the Civil Service  
(RACCS) shall govern.



## Assumption to Duty

The appointee whose appointment was issued or takes effect during the effectivity of the ECQ/MECQ may be allowed by the appointing authority to assume office:

1. Within the ECQ/MECQ period through the alternative work arrangements adopted by the agency; or
2. Within thirty (30) days from the lifting of the ECQ/MECQ.

## Assumption to Duty

If the appointee has taken his/her oath of office and assumed the duties of the position, he/she shall be **entitled to receive his/her salary at once** without awaiting the approval/validation of his/her appointment by the Commission.

## Probationary Period

The imposition of the ECQ/MECQ/ shall not extend the probationary period of the probationers who are performing their functions through the alternative work arrangements adopted by the agency.

However, for those work depends solely on office operations which could only be performed onsite, their probationary period shall be extended for the same period of the ECQ/MECQ/GCQ.

## Reassignment, Detail, Transfer, Designation

Human Resource for Health (HRH), such as but not limited to medical and allied medical staff, **may be reassigned or detailed** to other government hospitals or temporary medical facilities requiring supplemental health workforce pursuant to Section 4(m) of RA No. 11469 or the “*Bayanihan to Heal as One Act*” during the state of national emergency, notwithstanding the provisions of RA No. 7305 or the “*Magna Carta of Public Health Workers*”.

## Reassignment, Detail, Transfer, Designation

Licensed professionals, such as but not limited to medical and social workers, who are holding administrative and other positions in the government, may be reassigned, detailed, transferred or designated to perform additional duties, upon their consent, to healthcare or other

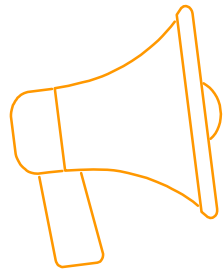
## Reassignment, Detail, Transfer, Designation

government facilities, in the exigency of the service, for the duration of the state of national emergency to augment the depleting number of frontliners in the said facilities where their services are necessary, provided that appropriate training is provided prior to their deployment.

# Effectivity

shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the entire country under the State of Calamity and shall remain in force until the same has been lifted by the President of the Philippines.





**THANKS!**