

OFFICE ORDER NO. 106
Series of 2023

**AMENDED FLEXIBLE WORK ARRANGEMENTS IN
THE MWSS REGULATORY OFFICE (RO)**

In the interest of service, and as stipulated in Civil Service Commission (CSC) Memorandum Circular (MC) No. 06, series of (s.) 2022, "Policies on Flexible Work Arrangements (FWA) in the Government" (Annex "A"), as well as **Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular No. 1, s. 2022, "Policies on the Adoption of FWA for Contract of Service (COS) and Job Order (JO) Workers in Government" (Annex "B")**, the MWSS RO hereby adopts the Amended FWA, designed to harmonize work requirements and enhance the welfare of all appointive officials and employees, regardless of their appointment status. This arrangement also includes provisions for workers engaged on a "individual type" COS.

I. General Guidelines

1. The List of Tasks that may be allowed to be accomplished outside the office pursuant to CSC MC No. 06 shall be used as reference (Annex "C");
2. Task/s assigned to talents should be performed to the full extent possible in terms of workhours and workdays per workweek;
3. Due to the nature of their work, permanent Drivers, Secretary B, and COS workers performing secretarial, driving, administrative support, and Central Records Office staff are not covered by this FWA;
4. Talents who intend to avail the FWA shall commit to accomplish and deliver outputs of assigned tasks as agreed with the concerned Regulator/Department Manager (DM) using the prescribed Performance Commitment Form (PMC) (Annex "D");
5. Talents shall submit the duly accomplished and approved PMC to the Administration Department-Human Resource unit (Admin-HR) every 11th and 26th of the month through the e-mail address: admin.dept@ro.mwss.gov.ph;
6. Admin-HR may conduct a random audit of the submitted PMC forms and provide a report to the Chief Regulator containing observations and recommendations for adjustments if the audit shows the workhours rendered and output appeared not to be commensurate with each other;



7. Department Managers and Supervisors are instructed to oversee the implementation of the FWA of their staff such that the normal operations of the Department is not affected;

II. **Flexiplace** – refers to an output-oriented work arrangement that authorizes MWSS RO talents to render service at a location away from the office, either in the home/residence of the talent, or another fixed place, on a temporary basis under the following conditions:

1. Regular

Under this arrangement, MWSS RO talents may request to work at home or an alternative worksite on a regular and recurring basis. They may apply for a four (4) day onsite plus one (1) day WFH/WFAFP per week. If a talent opts not to avail of the approved regular one (1) day WFH of a particular week, the same shall not be accrued to the following week.

2. Situational

This work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based, e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.

3. Medical

This work arrangement may be allowed for MWSS RO talents who are recuperating from a medical condition, e.g., Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases, which does not affect the ability to perform regular work assignment at an alternate worksite as certified by the attending physician. The duration of the flexiplace work arrangement shall be based on the recommendation of the attending physician. Request for flexiplace due to medical conditions shall be supported by the medical records of the MWSS RO talent concerned.

4. Provisions Common to WFH and WFAFP

- When the Regulators/Department Managers have not assigned any other task/s, the concerned officials and employees who were not able to produce outputs during the emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities shall be considered on excused absence, subject to the

filing of Leave Application Form. In such cases, submission of an accomplishment through the PMC form is **not** required;

- WFH/WFAFP talents shall temporarily log-in through the respective Regulation Area's Viber Chat group until the HRIS attendance system shall become activated online. Time logs beyond 8:00 AM shall be considered late;
- WFH/WFAFP talents shall perform their duties and responsibilities from 8:00 a.m. to 5:00 p.m. in their homes/another fixed place;
- WFH/WFAFP talents should make themselves accessible to their superiors through various communication platforms during core working hours for instructions and performance monitoring purposes. **Failure to respond to the communication platforms (mobile phone, e-mail, e-communication apps, video-conferencing apps and other online platforms), without justifiable reason, shall be considered an absence and shall be charged against their earned vacation/sick leave credits/deducted from salary in the case of COS talent.**

Communication Platform	Inaction on Superior's Communication
Mobile phone call/Viber Call	No return call within one (1) hour after the missed call
Text Message (SMS)/Viber Message/Messenger	No response within one (1) hour after message sent
Videoconferencing apps (Zoom/Google Meet)	Failure to attend online meeting
E-mail	No acknowledgement within four (4) hours

- WFH /WFAFP talents should have access to communication equipment or facilities, such as computer/laptop, internet or e-mail, facsimile, telephone, or mobile phone;
- 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 talents pursuant to the Data Privacy Act;
- Confidential and proprietary information shall be protected and secured at all times;
- WFH /WFAFP talents must wear decent attire whenever they need to attend meetings via videoconferencing;
- WFH/WFAFP talents are not entitled to Compensatory Overtime Credit/Overtime Pay;
- Talents whose task/s cannot be accomplished outside the office and are stranded at a place away from their home may be allowed under

WFAFP arrangement provided that the Regulators or Department Manager have assigned alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved Office Performance Commitment and Review (OPCR)/ Individual Performance Commitment and Review (IPCR) and existing CSC rules;

- WFH/WFAFP Talents shall comply with the LSR requirements;
- Talents who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to WFAFP subject to existing CSC rules; and
- The Regulators/DMs shall take full responsibility of the grant of work from WFAFP and verification of the employees' entitlement to be granted thereof. Said **verification** shall include the **validation of the location of the talents, and the verification that their location is covered in the declaration of state of calamity by the proper government agency** and such other evidence as may be necessary.

III. On-site Flexitime – refers to a work arrangement for officials and employees reporting onsite from 7:00 a.m. to 6:00 p.m. shall comply with the following:

1. Talents shall render not less than a total of forty (40) hours a week for five (5) days a week or four (4) days a week if availing of one (1) day WFH/WFAFP per week, exclusive of time for lunch;
2. The working hours shall start not earlier than 7:00 a.m. and end not later than 6:00 p.m. Officials and employees may choose their time to report for work (time-in) in the morning and time to leave the office (time-out) daily for the duration of the period, except for the shuttle service and Regulator's drivers;
3. In the exigency of service and whenever required by their superiors, talents shall make themselves available and extend their working hours beyond 4:00 p.m. if necessary;
4. Shuttle service riders will observe the core working hours of 8:00 a.m. to 5:00 p.m. with a flexible working hour period of 8:15 a.m. until 5:15 p.m.;
5. All talents shall log their attendance in the Biometrics machine located at the ground floor lobby, 2nd and 3rd floor; and
6. The guard on duty shall have a separate record of the arrival and departure time of all talents and visitors in the MWSS RO for security purposes.

IV. **Skeleton Workforce** - refers to a work arrangement where a minimum number of talents is required to report onsite to render service when full staffing is not possible. The onsite workforce operating capacity will be determined by relevant government authorities in times of national emergencies.

V. **Entitlement to Support Mechanisms/Employee Benefits/ICT Resources**

The entitlement of talents to support mechanism, employee benefits and ICT resources shall be consistent with relevant provisions of CSC MC No. 06, s. 2022.

VI. **Additional Guidelines Applicable to all MWSS RO talents**

1. **COVID-19 Health Protocols.** The MWSS shall adhere to the latest Department of Health (DOH) Department Circular No. 0324 s. 2023 titled *"Updated Health Protocols following the Lifting of the COVID-19 Public Health Emergency"* as recommended by the Safety and Health Committee (SHC) in its Memorandum dated 18 August 2023 (Annex "E").

- Talents who reported COVID-19 positive infection to the Safety Officer shall accomplish the SHC's prescribed COVID-19 Daily Monitoring Form (Annex "F") and submit a COVID-19 positive test result issued by a DOH-accredited laboratory;
- Talents returning to work after isolation on account of COVID-19 positive infection may be granted **excused absence** not exceeding five (5) working days subject to the submission of a duly accomplished certified by the Safety Officer and the required positive test result to the Administration-HR unit within three (3) days from date of reporting;
- Talents with confirmed COVID-19 positive case with moderate to severe symptoms or immunocomprised may isolate for at least 10 days upon the advice of the attending physician. In such cases, the talent may be allowed to have an extended **excused absence** not exceeding the ten (10) days isolation. Otherwise, CSC and COA rules on absences shall apply.
- The following may be considered violations of the isolation guidelines:
 - a) Leaving Isolation Prematurely: Exiting isolation before the recommended or mandated period is a violation.

- b) Failure to Self-Isolate: Not adhering to self-isolation or quarantine guidelines when required.
- c) Continuing Public Activities: Participating in public gatherings, going to work, or engaging in other activities that involve close contact with others while in isolation.

The severity of the penalties will be proportionate to the risk posed by the violation, and aligned with existing government rules and regulations.

2. **Shuttle Services.** The privilege of shuttle services shall remain available to employees, subject to Office Order No. 054, s. 2023 (Annex "G"). In all instances, the use of MWSS RO vehicles for official purposes or as part of the MWSS RO's operations shall be prioritized over the use of MWSS RO vehicles for shuttle services.
3. **Flag Ceremony.** In compliance with CSC MC No. 19, s. 2012, "*Observance of Flag Ceremonies*" (Annex "H"), the following will be observed:
 - Talents who are present at the MWSS RO premises are required to attend the Flag Raising Ceremony to be conducted at the MWSS RO Building flagpole area every Monday, or the next working day if said Monday falls on holiday. Assembly time will be from 7:45 a.m. to 7:55 a.m. and the program will start exactly at 8:00 a.m.
 - The host Regulation Area shall lead the Flag Lowering Ceremony every Friday or on the last working day of the week at 5:00 p.m. Regulation Area representative/s may be sent for this activity.
 - Attendance to the Flag Ceremony will be monitored.
4. **Social Media Like and Share Requirement (LSR).**

In support of the MWSS RO's continued public information campaign to boost a wider engagement through the social media platforms, all talents are expected to Like and Share every new content posted in the Facebook and Twitter accounts of the MWSS RO.

The following Talents are required to comply with the LSR to ensure the sustained social media and on-line exposure of the MWSS RO:

- 1) Those who are entitled to reimbursable monthly communication allowance; and

- 2) Those who have availed or intend to do WFH/WFAFP in any day during the month.

The Public Information Department (PID) shall conduct random compliance audits to ensure adherence to the LSR. Failure to comply with the LSR during these audits shall serve as prima facie evidence of a violation of reasonable office rules and regulations, which may result in the revocation of WFH/WFAFP or communication allowances privileges.

Any provisions of existing FWA policies adopted by the MWSS RO that are inconsistent with the provisions of this Office Order are hereby deemed repealed.

This Office Order shall take effect immediately.

11 September 2023, Quezon City.


PATRICK LESTER N. TY
Chief Regulator 



Annex "A"

MC No. 06, s. 2022

MEMORANDUM CIRCULAR

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

SUBJECT : Policies on Flexible Work Arrangements in the Government

Pursuant to CSC Resolution No. 2200209 promulgated on 18 May 2022, the Commission adopts the following **Policies on Flexible Work Arrangements in the Government (Policies)**:

I. BACKGROUND AND RATIONALE

The CSC, as the central human resource agency of the government, is mandated to establish rules and regulations to implement the constitutional and statutory provisions on human resource (HR) policies, systems, and standards. In consonance with the said mandate, the Commission continuously reviews said policies, systems, and standards, and HR programs to ensure efficient and effective public service delivery.

The HR policies that are constantly reviewed by the Commission are on office attendance, work arrangements, and absences of government officials and employees, as well as their workplace conditions. As such, the Commission has issued policy guidelines on flexible work scheme, i.e., flexible working hours (flexitime), four-day workweek, interim guidelines on alternative work arrangements, absences due to the required quarantine and/or treatment, and absences of those stranded in places away from their workplaces, among others.

With the evolution of HR management systems and practices brought about by the changing needs and conditions of the workforce, the advent of new information communication technologies, the emergence of the Novel Coronavirus Disease (COVID-19) and other infectious diseases, continuing traffic congestion problems, and the occurrence of natural and man-made calamities, the Commission needs to re-evaluate the present government work scheme, as well as determine the applicability of some alternative work arrangements adopted by the private sector to ensure the effective and efficient delivery of public service.

Bawat Kawani, Lingkod Bayani

In order to prepare government agencies to overcome challenges during the occurrence or emergence of the above-mentioned situations, there is a need to institutionalize relevant policies on work arrangements to provide safe work spaces for government officials and employees and ensure their health and welfare, and, at the same time, meet the demands of public service.

The policies on flexible work arrangements will provide adaptable and responsive work schemes for government officials and employees to manage any current or emergent situations caused either by natural and man-made calamities or any other situation that may affect the delivery of public services.

II. OBJECTIVES

The adoption of the flexible work arrangements in the government aims to achieve the following:

A. General Objective

These policies aim to institutionalize relevant and appropriate work arrangements for government officials and employees to ensure efficient and effective performance of governmental functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times.

B. Specific Objectives

1. To ensure protection of the health, safety, and welfare of the government officials and employees at all times;
2. To ensure that government officials and employees achieve the objectives set by the organization, and, in the same way, the organization achieves the objectives that it has set itself in its strategic plan under any circumstance;
3. To boost the morale and enhance the welfare of government officials and employees by giving them the opportunity to accomplish their task/s through appropriate work arrangement/s thereby increasing employee productivity and performance, and allowing work-life balance;
4. To encourage agencies to adopt Information and Communications Technology (ICT)-enabled work and relevant tasks that can be performed remotely; and
5. To provide reasonable work arrangement/s to senior citizens, persons with disability (PWDs), pregnant and nursing mothers, immunocompromised individuals or persons with chronic conditions, and those who suffered from accidents affecting mobility but can physically and mentally work.



III. SCOPE AND COVERAGE

These policies shall apply to all appointive government officials and employees in all government agencies and instrumentalities, 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), regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual, or fixed term).

The Department of Budget and Management (DBM) and/or the Commission on Audit (COA) may formulate a parallel issuance on the matter for contract of service (COS) and job order (JO) workers in government, taking into consideration the same parameters set forth in these Policies.

IV. CONCEPT AND DEFINITION OF TERMS

Agencies in government may adopt any of the following flexible work arrangements:

- A. **Flexiplace** – refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency.

Flexiplace work arrangement has three (3) types, namely:

1. **Work from home (WFH)** – is a work arrangement where the government officials or employees work at home or their residence;
2. **Work from satellite office** – is a work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office/field office); and
3. **Work from another fixed place** – is a work arrangement where the government officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office.



The adoption of the flexiplace work arrangement may be allowed under any of the following conditions:

1. **Regular** – under this work arrangement, the government officials or employees may request to work at an alternative worksite on a regular and recurring basis. Said government officials or employees may be allowed to work off-site for a period agreed upon with the supervisor and duly approved by the head of agency/office.
 2. **Situational** - this work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based, e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.
 3. **Medical** - this work arrangement may be allowed for government officials or employees who are recuperating from a medical condition, e.g., Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases, which does not affect his/her ability to perform regular work assignment at an alternate worksite as certified by the attending physician. The duration of the flexiplace work arrangement shall be based on the recommendation of the attending physician. Request for flexiplace due to medical conditions shall be supported by the medical records of the government official or employee concerned.
- B. **Compressed Workweek** – refers to a work arrangement whereby the forty (40) hours workweek for five (5) days of the government officials or employees is compressed to four (4) days or less, as may be applicable.
- C. **Skeleton Workforce** – refers to a work arrangement where a minimum number of government officials or employees is required to man the office to render service when full staffing is not possible.
- D. **Work shifting** – refers to a work arrangement applicable to offices/agencies mandated by law to operate 24-hour continuous service delivery on a daily basis, or to agencies required to observe workplace health and safety protocols. This is also applicable to occupational groups that provide security and safety to agency personnel and/or property.
- E. **Flexitime** – refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.
- F. **Combination of Flexible Work Arrangements** – refers to a work arrangement whereby the agency may adopt a combination of any of the above-mentioned flexible work arrangements appropriate or applicable to the mandate/functions of the agency.



V. POLICIES

A. General Requirements for Flexible Work Arrangements

1. As a general rule, government officials and employees shall render work from 8:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM on all days except Saturdays, Sundays, and Holidays.
2. All agencies, including those adopting/implementing flexible work arrangements, shall ensure that all their stakeholders are assured of continuous delivery of services from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek. However, the implementation of such arrangements shall not prejudice the participation or involvement of their officials and employees in official activities of the agency.
3. Agencies shall formulate their internal guidelines on the flexible work arrangement/s they have adopted and implemented, which are appropriate/applicable to their mandate and functions and shall comply with the provisions of CSC-DOLE-DOH JMC No. 1, s. 2020,¹ to be submitted to CSC Regional Offices for records and reference purposes.

Said internal guidelines shall include tasks (See Annex A for Sample tasks) that may be allowed to be accomplished outside the office and other protocols such as health emergency plans to prevent the spread of infectious diseases.

4. Agencies shall incorporate in their Public Service Continuity Plan pursuant to National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2018,² the adoption of flexible work arrangements.
5. Officials and employees under flexible work arrangement shall be entitled to Compensatory Overtime Credit/Overtime Pay if they physically reported for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015,³ as amended, and other related civil service, budgeting, accounting, and auditing rules and regulations.
6. Agencies shall adopt performance standards and timelines in accordance with RA No. 11032,⁴ in consonance with the approved

¹ Occupational Safety and Health (OSH) Standards for the Public Sector.

² Public Service Continuity Plan (PSCP) Template for Government Agencies.

³ Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

⁴ An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for other purposes.



Office/Division/Individual Performance Commitment and Review (OPCR/DPCR/IPCR) to guide government officials and employees in the performance of their assigned task/s.

Failure to accomplish the assigned task/s within the timelines set by the agency may be a ground to deny subsequent requests for flexiplace work arrangement.

7. Agencies shall adopt a monitoring mechanism, such as submission of daily/weekly accomplishment report/s, etc., in consonance with the performance standards they adopted.
8. Agencies may adopt the use of videoconferencing/teleconferencing in conducting meetings/assemblies and other official activities, whenever applicable.
9. Agencies shall adopt reasonable and appropriate organizational, technical, and physical security measures to ensure confidentiality, integrity, and availability of official documents and other relevant information. Personal data shall be processed by the employees pursuant to RA No. 10173 or the Data Privacy Act of 2012.

Agencies are encouraged to use the Philippine National Public Key Infrastructure (PNPKI), which secures communications among individuals and government agencies, of the Department of Information, Communications and Technology. As such, government officials and employees should register their respective signatures on the PNPKI and use it for official government transactions in compliance with EO No. 810, s. 2009.⁵

Online government transactions must be implemented in accordance with COA Circular No. 2021-006.⁶

B. Parameters in the Implementation of Flexible Work Arrangement/s

1. Flexiplace

1. 1 WFH

- 1.1.1 WFH may be adopted anytime, subject to mutually agreed arrangements between the officials or employees and their supervisors. It shall apply to government officials and employees whose assigned task/s can be accomplished outside the office.

⁵ Institutionalizing the Certification Scheme for Digital Signatures and Directing the Application of Digital Signatures in e-Government Services.

⁶ Guidelines on the Use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions.



1.1.2 WFH may likewise be extended to government officials and employees whose task/s cannot be accomplished at the office, satellite office, or another fixed place under the following situations:

- a. During the emergence of a national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities; and
- b. Their place of assignment is located within one (1)-kilometer radius from:

1. Facilities and installations where infected/ suspected patients and public health workers and other frontline workers who, while in the performance of their respective public duties, are regularly exposed to infectious diseases, are located; and

2. A calamity-stricken area.

For this purpose, the agency shall determine and assign alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved OPCR/DPCR/IPCR.

When the agency has not assigned any other task/s, the concerned officials and employees who were not able to produce outputs during the emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities shall be considered on excused absence.

1.1.3 Task/s assigned to officials or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.

1.1.4 Employees under WFH arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay.

1.2 Work from Satellite Office

1.2.1 Work from satellite office shall apply to government officials or employees whose task/s can be accomplished outside the office but may need equipment/facilities that are available in the nearest satellite office.

For this purpose, the concerned government officials or employees shall request approval from their immediate supervisor or next higher officer in order that workload



arrangement costs incurred by the satellite office may be properly coordinated.

- 1.2.2 Work at satellite office may be allowed when the government officials or employees cannot report for work due to typhoons/floods and other natural or man-made calamities, upon approval of the head of agency/office, except when the work arrangement is limited to WFH as declared by the Office of the President or proper authorities.
- 1.2.3 Government officials or employees who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to work at agency satellite offices.
- 1.2.4 Government officials or employees who are allowed to report for work at the agency satellite office shall comply with the prescribed working hours of forty (40) hours per workweek pursuant to RA No. 1880.⁷

1.3 Work from another fixed place

- 1.3.1 Work from another fixed place shall apply to government officials or employees whose task/s can be accomplished outside the office, at a place conducive for productive and efficient performance of official duties and responsibilities, other than their home, residence, or satellite office.

For this purpose, the concerned government officials or employees shall request approval from their immediate supervisor or next higher officer in order that task/s may be properly assigned.

- 1.3.2 Government officials and employees whose task/s cannot be accomplished outside the office and are stranded at a place away from their home or satellite office may be allowed under work from another fixed place arrangement provided that the agency has assigned alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved OPCR/DPCR/IPCR and existing CSC rules.
- 1.3.3 Government officials or employees who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to work from another fixed place subject to existing CSC rules.

⁷ An Act to Amend the Second Paragraph of Section Five Hundred and Sixty-Two and Section Five Hundred and Sixty-Four of the Revised Administrative Code. (Re legal hours of labor-minimum requirement), 22 June 1957.



- 1.3.4 Task/s assigned to government officials or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.
- 1.3.5 The agency shall take full responsibility of the grant of work from another fixed place and verification of the employees' entitlement to be granted thereof. Said verification shall include the validation of the location of the government officials or employees, and the verification that their location is covered in the declaration of state of calamity by the proper government agency and such other evidence as may be necessary, e.g., bus ticket.
- 1.3.6 Employees under work from another fixed place arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay.

2. Compressed Workweek

- 2.1 Compressed workweek may be allowed for government officials and employees whose task/s or portions thereof cannot be accomplished outside the office, particularly those on skeleton workforce observing the four (4)-day workweek, and those identified by the agency/office head necessary for the continued operation of the office in order not to prejudice public service delivery.
- 2.2 Agencies may adopt the following workweek options: Monday to Thursday, Tuesday to Friday, Monday to Tuesday, and Thursday to Friday, or a combination of workdays less than the prescribed five (5)-day workweek provided that public service delivery shall not be prejudiced during the whole workweek (Monday to Friday).

3. Skeleton Workforce

- 3.1 Skeleton workforce shall be adopted only when full staffing is not possible.
- 3.2 Government officials and employees assigned as skeleton workforce shall comply with the normal working hours of not less than eight hours a day for five days a week or a total of forty (40) hours a week exclusive of time for lunch. However, if this work arrangement is adopted in combination with other flexible work arrangements, the required working hours thereof shall be complied with.
- 3.3 The total number of government officials and employees to make up the skeleton workforce shall be determined by the head of agency



based on the services it provides and subject to existing guidelines such as health protocols issued by the proper authorities.

- 3.4 Government officials and employees who failed to report to office onsite on their assigned working days shall be considered absent either as authorized or unauthorized vacation leave, unless a medical certificate is presented to avail of sick leave of absence.

4. Work Shifting

- 4.1 Work shifting shall apply to agencies mandated by law to operate 24-hour continuous service delivery on a daily basis (e.g., hospital/clinic medical services, broadcast news services, and other analogous services). It shall also apply to occupational groups that provide security and safety to agency personnel and/or property.
- 4.2 Work shifting may also apply to agencies required to observe workplace health and safety protocols during the emergence of any infectious disease, and those agencies affected by natural or man-made calamities.
- 4.3 The work shifting schedule shall be made with prior consultation with government officials and employees who are senior citizens, PWDs, pregnant and nursing mothers, and those with health risks.

5. Flexitime

- 5.1 Agencies may adopt flexible time for their government officials and employees provided that they shall render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch.
- 5.2 The working hours of agencies adopting flexitime shall start not earlier than 7:00 AM and end not later than 7:00 PM. Under this work arrangement, government officials and employees may choose their time to report for work (time-in) in the morning and time to leave the office (time-out) daily for the duration of the period subject to the approval of the agency/office head.

Heads of departments, offices and agencies shall, however, ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break.

- 5.3 In the exigency of the service, working days may also be altered to include Saturdays and Sundays; Provided that employees who work on such days may choose a compensatory days-off during



weekdays, provided further that the Saturday and Sunday are regular workdays and not cases of overtime.⁸

- 5.4 Flexitime may be adopted in case the Daylight-Saving Time is declared by the proper authorities, subject to the provisions of Items V.B.5.1 to V.B.5.3 of these policies.

6. Combination of Flexible Work Arrangements

- 6.1 Agencies may adopt a combination of any of the following flexible work arrangements that are appropriate/applicable to the agency mandate/functions as well as the location of their workplace:
- a. Skeleton Workforce and WFH;
 - b. Compressed Workweek and WFH;
 - c. Work Shifting and WFH;
 - d. Combination of the three (3) types of flexiplace; or
 - e. Other combination of work arrangements.

Examples:

Combination of Flexible Work Arrangements	Working Hours
Skeleton Workforce and WFH	Three (3) days in the office and two (2) days WFH at eight (8) hours per day; A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day; provided the forty (40)-hour workweek requirement shall be complied with.
Work Shifting and WFH	Three (3) days Work Shifting in the office and two (2) days WFH at eight (8) hours per day; Agencies may adopt two (2) work shifts in a day, e.g., 7:00 AM -1:00 PM and 1:00 PM – 7:00 PM exclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the

⁸ CSC MC 25, s. 2019, Revised Guidelines on Flexible Work Arrangement in the Government, 20 November 2019.



	required forty (40)-hour workweek.
Compressed Workweek and WFH	<p>A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days; or</p> <p>Two (2) days spent in the office/field and two (2) days in WFH at ten (10) hours per day</p> <p>Provided that the required forty (40)-hour workweek shall be complied with.</p>

C. Entitlement to Support Mechanisms/Employee Benefits/ICT Resources

The agency heads shall ensure that all government officials and employees are provided with the following support mechanisms, employee benefits, and ICT resources:

1. Support Mechanisms

- 1.1 Agencies shall provide appropriate personal protective equipment to frontline service providers, government officials, and employees who are required to physically report to work during the pandemic or other calamities;
- 1.2 During a pandemic or occurrence of calamities, agencies shall provide service vehicle or transportation facilities to transport government officials and employees required to physically report to work, whenever practicable, subject to budgeting, accounting, and auditing rules and regulations;
- 1.3 Agencies shall shoulder the reimbursement of laboratory and medical expenses incurred by government officials and employees in compliance with protocols, as issued by proper authorities, who are on official travel during the period of pandemic or emergence of any infectious disease;
- 1.4 Agencies shall ensure that their government officials and employees are afforded health/psychosocial interventions (e.g., free counselling sessions, online webinars, etc.) to support government officials and employees in addressing problems related to mental well-being;
- 1.5 Reasonable expenses incurred by government officials and employees (e.g., electricity bills, internet connection cost, etc.) may



be defrayed by the agency only when there is imposition of WFH arrangement due to emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities subject to budgeting, accounting, and auditing rules and regulations; and

- 1.6 Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval by the head of office/agency subject to budgeting, accounting, and auditing rules and regulations.

2. Employee Benefits

- 2.1 Government officials and employees shall be provided equal opportunities in terms of awards, promotions, training, and career development (e.g., Information Technology-literacy programs and other related employment considerations), regardless of the work arrangement that they have adopted, in consonance with the existing civil service law, rules, and regulations; and
- 2.2 Medical benefits shall be granted to government officials and employees, who sustained wounds and/or injuries while in the performance of their official duties, regardless of their work arrangement subject to the conditions under CSC-DBM Joint Circular No. 1, s. 2006, as amended by CSC-DBM Joint Circular No. 1, s. 2015, and the agency's Collective Negotiation Agreement with the accredited employees' association.

3. ICT resources while on flexible work arrangement

- 3.1. Agencies are enjoined to invest on annual subscriptions to software that enables secure and more efficient management of task/s and remote collaboration for all officials and employees.

Agencies shall provide its government officials and employees appropriate ICT resources, such as but not limited to computers/laptops, phones, authorized software, including reimbursement of internet and mobile data subscription expenses, subject to budgeting, accounting, and auditing rules and regulations to adequately perform their duties;

- 3.2. Personal devices and equipment of government officials and employees may be used if the provision of agency-owned ICT resources is not feasible. Such practice must be included in the agency's internal guidelines with provisions that these personal devices and equipment to be used by government officials and employees on flexible work arrangement must be properly recorded (e.g., device model and serial number) by the agency; and



- 3.3. Agencies shall adopt measures to ensure protection of government properties (e.g., office equipment) and provide necessary support (e.g., troubleshooting and maintenance of mobile office equipment) for government officials and employees under the flexible work arrangements.

VI. REPEALING CLAUSE

Any provision of existing Civil Service rules, policies, and guidelines inconsistent with the provisions of these Policies is deemed repealed accordingly.

VII. SEPARABILITY CLAUSE

If any provision of these Policies or the application of such provision to any person or circumstance is declared invalid, the remainder of the Policies or the application of such provision to other persons or circumstances shall not be affected by such declaration.

VIII. EFFECTIVITY

These Policies under CSC Resolution No. 2200209 dated 18 May 2022 shall take effect on June 15, 2022 or after fifteen (15) days from its publication in the Business World on 31 May 2022.


ATTY. AILEEN LOURDES A. LIZADA
Senior Commissioner

06 June 2022

⁹ Pursuant to Section 15, Chapter 3, Subtitle A, Title I, Book V, Executive Order No. 292 (Administrative Code of 1987)



COMMISSION ON AUDIT
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CIRCULAR NO. 1, s. 2022
September 13, 2022

To : Heads of Departments, Bureaus, Offices, Agencies of the National Government, including Constitutional Offices Enjoying Fiscal Autonomy, State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporation (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs), and all Others Concerned

Subject : **POLICIES ON THE ADOPTION OF FLEXIBLE WORK ARRANGEMENTS FOR CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS IN GOVERNMENT**

1.0 Background

The Civil Service Commission (CSC) issued *Memorandum Circular No. 06, s. 2022* on 06 June 2022 pursuant to Resolution No. 2200209 promulgated on 18 May 2022¹, which institutionalizes the policies on flexible work arrangements that shall provide adaptable and considerate work schemes for government officials and employees to manage any current or emergent situations caused either by natural and man-made calamities and any other situations that may affect the delivery of public services.

Flexible work arrangements provide opportunities for government agencies to enhance operational efficiency and effectiveness, and support work-life balance of government workers while providing high level and continuing public service for the Filipinos. As clarified in pertinent CSC policies, COS and JO workers are not covered by Civil Service laws, rules and regulations, and thus, are not considered as government employees albeit their deployment in government agencies. Hence, as government agencies begin to adopt flexible work arrangements, there is a need to integrate work requirements and welfare of workers engaged on a COS and JO basis, subject to the internal guidelines of government agencies that are engaging their services.

¹ *Policies on Flexible Work Arrangements in the Government, effective 15 June 2022*

² *Policies on Flexible Work Arrangements in the Government, effective 15 June 2022*

2.0 Policy Statement

Government agencies are authorized to develop their own policies and guidelines in the adoption or implementation of flexible work arrangements in their respective agencies to institutionalize relevant and appropriate work arrangements; ensure efficient and effective performance of governmental functions and delivery of public services; and ensure protection of the government workers' health, safety and welfare under CSC MC No. 06, s. 2022. Likewise, they are also authorized to enter into service contracts with other government agencies, private firms, non-government agencies, or individuals for services related or incidental to their respective functions and operations, whether on a part-time or full-time basis pursuant to Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular (JC) No. 2, s. 2020².

3.0 Purpose

This JC is being issued to provide an inclusive policy on flexible work arrangements in the government by ensuring that the needs and expectations of other workers in the government are addressed in view of the circumstances brought about by natural and man-made calamities, disasters, and other similar situations.

4.0 Scope and Coverage

This JC shall cover all COS and JO workers whose services are directly engaged by Departments, Bureaus, Offices, and Agencies of the National Government, including Constitutional Offices, SUCs, GOCCs, and LWDs. The LGUs are also encouraged to adopt this JC.

Institutional COS³ workers deployed/assigned in government agencies to provide services such as janitorial, security, consultancy and other support services are excluded from the coverage of this JC. However, contractors or service providers, as employers of institutional COS workers, must ensure that the latter's work schedules are aligned with the policies on flexible work arrangements set forth by government agencies.

5.0 Definition of Terms

- 5.1 Combination of Flexible Work Arrangements – refers to a work arrangement whereby the agency may adopt a combination of any of the allowable flexible work arrangements instituted by the CSC that is appropriate or applicable to the mandate/functions of the agency.
- 5.2 Compressed Workweek – refers to a work arrangement whereby the forty (40) hours workweek for five (5) days of the government officials or employees is compressed to four (4) days or less, as may be applicable.

² *Updated Rules and Regulations Governing COS and JO Workers in the Government*

³ Institutional contract refers to the agreement between the government agency and contractor or service provider duly-registered and recognized by authorized government agencies to provide services covering lump sum work or services to perform janitorial, security, consultancy, and other support functions, subject to the provisions of Republic Act No. 9184 and its Implementing Rules and Regulations, and pertinent budgeting, accounting, and auditing rules and regulations (Sections 5.3 and 6.1.1. of COA-DBM JC No. 2, s. 2020)

- 5.3 Contract of Service – refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency, or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period.
- 5.4 Flexiplace – refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency.
- 5.5 Flexitime – refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.
- 5.6 Job Order – refers to piece work (*pakyaw*) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/man-made disasters/occurrences and other manual/trades and crafts services such as carpentry, plumbing, electrical and the like. These jobs are of short duration and for a specific piece of work.
- 5.7 Skeleton Workforce – refers to a work arrangement where a minimum number of government officials or employees is required to man the office to render service when full staffing is not possible.
- 5.8 Work from home – is a type of flexiplace work arrangement where the government officials or employees work at home or their residence.
- 5.9 Work from satellite office – is a type of flexiplace work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office/field office).
- 5.10 Work from another fixed place – is a type of flexiplace work arrangement where the government officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office.
- 5.11 Work Shifting – refers to a work arrangement applicable to offices/agencies mandated by law to operate 24-hour continuous service delivery on a daily basis, or to agencies required to observe workplace health and safety protocols. This is also applicable to occupational groups that provide security and safety to agency personnel and/or property.

6.0 General Guidelines

6.1 Agencies may cover the COS and JO workers in their respective agencies, with due consideration of their functions and tasks, in the internal guidelines formulated for the adoption or implementation of flexible work arrangements in their agencies. Specifically, COS and JO workers, whose services are engaged by government agencies in the Philippines, may be considered for any of the following flexible work arrangements:

- a. Skeleton Workforce;
- b. Flexiplace;
- c. Compressed Workweek;
- d. Work Shifting;
- e. Flexitime; and
- f. Combination of Flexible Work Arrangements.

For reference in evaluating which appropriate flexible work arrangement is applicable to the nature of the functions or tasks of the COS and JO workers, agencies may refer to Annex A of CSC MC No. 06, s. 2022.

6.2 The COS and JO workers and their immediate supervisor shall arrive at an agreeable work arrangement in consideration of the written agreements and the tasks assigned, and of its complementarity to the flexible work arrangement adopted by government employees and officials. Approval of the same shall be subject to the provisions of the policies on flexible work arrangements set forth by the agencies.

6.3 The COS and JO workers who will be under any of the flexible work arrangements shall be paid corresponding wages/salaries upon submission of appropriate accomplishment reports for the period.

The payment of services under individual COS and JO shall be covered by Items 8.0, 9.0, and 11.5 of COA-DBM JC No. 2, s. 2020 and such other guidelines that may be issued by agencies concerned.

6.4 The COS and JO workers who will be part of the agency skeleton workforce and are able to physically report onsite in cases when full staffing is not possible may be granted appropriate additional benefit, subject to separate authorization by the Office of the President, and availability of funds.

6.5 The COS and JO workers shall abide by the prescribed working hours and schedule of work as may be stated in the agreement or contract with the government agency concerned.

6.6 The COS and JO workers under flexible work arrangement shall not be entitled to Compensatory Overtime Credit/Overtime Pay pursuant to the provisions of CSC-DBM JC No. 2, s. 2015⁴, as amended, and other related civil service, budgeting, accounting and auditing rules and regulations.

⁴ Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees

Exemptions to subject prohibition are: (1) when it is explicitly stated in the contract between the agency and the COS/JO workers, provided, that the activities which may warrant the rendition of overtime services and the corresponding remuneration thereof, as well as any adjustment on the same, shall be clearly stipulated in the contract as basis for any payment; and (2) the enactment of national government policy in times of national emergencies where it particularly allows overtime pay for JO and COS.

- 6.7 The COS and JO workers shall subscribe to performance standards and timelines set forth by the agency in accordance with Republic Act (RA) No. 11032, s. 2018⁵ or as agreed upon by both parties, as may be applicable. On the other hand, the agencies shall ensure that mechanisms to monitor, evaluate, and report the performance of COS and JO workers are in place to ensure timely, effective, and efficient delivery of service agreements and other planned arrangements.
- 6.8 The COS and JO workers shall ensure confidentiality of official documents and records and abide by the rules and regulations set forth under RA No. 10173, s. 2012 or the Data Privacy Act and the corresponding policy issued by the Agency.
- 6.9 The policy or written agreements produced in the formulation of appropriate flexible work arrangements shall contain provisions for dispute settlement in case of any differences in the interpretation thereof.
- 6.10 The agency may reserve the option of suspending the implementation of flexible work arrangement when necessitated by the demands of government service or other extraordinary circumstances to ensure effective operations of the agency.
- 6.11 There shall be mandatory review by the government agencies of the flexible work arrangements applicable to COS and JO workers after a year from its date of effectivity and in such review frequency as may be adopted by the agency concerned.

7.0 Support Mechanisms

- 7.1 Agencies shall ensure that COS and JO workers under flexible work arrangements are provided with support mechanisms during the duration of their contract, such as the following:
 - a. Appropriate personal protective equipment to frontline service providers who are required to physically report to work during a pandemic and other calamities;
 - b. Health/psycho-social interventions like stress debriefing in the workplace;

⁵ An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose RA No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

- c. Safe and conducive workplace in accordance with CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020⁶; and
 - d. Appropriate technologies and office supplies needed to perform their day-to-day tasks.
- 7.2 The COS and JO workers shall be held responsible for ensuring the security and safety of government resources provided to them and shall ensure that the same will be used solely for the purpose of performing their work/tasks under flexible work arrangements.
- 7.3 To ensure that the flexiplace work arrangement is cost-neutral to the government, the COS and JO workers under the said work arrangement shall be responsible for the following costs:
 - a. Mobile device/landline and broadband services, including all corresponding costs for communication used to perform flexiplace work;
 - b. Cost of utilities used to perform home-based work, such as electricity and water; and
 - c. Transportation cost to and from home, satellite office, or other fixed places.
- 7.4 The support mechanisms shall be included in the internal guidelines to be issued by the agency, and shall be limited to the benefits enjoyed by regular employees, subject to availability of funds and the applicable budgeting, accounting and auditing rules and regulations.

8.0 Repealing Clause

All issuances, orders, rules and regulations or parts thereof which are inconsistent with the provisions of this JC are hereby revised, modified, and/or repealed accordingly.

9.0 Resolution of Issues

Issues and concerns that may arise in the implementation of this JC shall be resolved by the COA and the DBM, as appropriate.

10.0 Separability Clause

If any provision of this JC is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

⁶ Occupational Safety and Health (OSH) Standards for the Public Sector

11.0 Effectivity

This JC shall take effect immediately upon publication in the Official Gazette or a newspaper of general circulation. Three (3) certified true copies of this JC shall be filed with the University of the Philippines Law Center – Office of the National Administrative Register.



JOSE C. CALIDA
Chairperson
Commission on Audit

AMENAH F. PANGANDAMAN
Secretary

Department of Budget and Management



ANNEX "C"

**TASKS THAT MAYBE ALLOWED
TO BE ACCOMPLISHED OUTSIDE THE OFFICE**

1. Research;
2. Policy formulation/review/amendment;
3. Project work, including but not limited to, drafting of proposals/project studies/training modules;
4. Data encoding/processing;
5. Adjudication of cases or review of cases, including legal work;
6. Budget planning and forecasting;
7. Recording, examination and interpretation of financial records and reports;
8. Evaluation and formulation of accounting, auditing and management control systems;
9. Computer programming;
10. Database maintenance;
11. Design work/drafting of drawing plans;
12. Preparation of information materials;
13. Sending/receiving emails;
14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
15. Other analagous 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.



ANNEX "D"

PERFORMANCE MONITORING COMMITMENT FORM

Name of Talent:		Date Filed:	
Position:		Regulation Area/Dept:	
Type of Flexible Work Arrangement:		Available IT Infrastructure:	
Work from Home	<input type="checkbox"/>	Desktop/Laptop	<input type="checkbox"/>
Work from another fixed place	<input type="checkbox"/>	Mobile phone/Landline	<input type="checkbox"/>
Regular	<input type="checkbox"/>	Internet connection	<input type="checkbox"/>
Situational	<input type="checkbox"/>	Video conferencing app	<input type="checkbox"/>
Medical	<input type="checkbox"/>	Viber app	<input type="checkbox"/>
		Requested Date/s: (1 day a week only)	
		<input type="text"/>	

Assigned Tasks	Committed Output	Estd. Hours	Actual Accomplishment	Remarks/ Status
I commit to accomplish the above assigned tasks and agreed to deliver the outputs within the specified date of WFH. Talent's Signature: _____ Noted: _____ <div style="text-align: center;">Concerned DM/ DA</div>			This is to certify that the above-named Talent accomplished the assigned tasks and delivered the committed outputs. Approved: _____ <div style="text-align: center;">Concerned DM/DA</div>	

This form shall be submitted to HR (admin.dept@ro.mwss.gov.ph) every 11th and 26th of the month for attendance recording purposes.

MEMORANDUM

FOR : RAMON A. JAVIER
Department Manager A for Administration

FROM : *Maricris T. Laciste*
MARICRIS T. LACISTE
Chairperson, Safety and Health Committee

SUBJECT : COVID-19 HEALTH PROTOCOLS & REPORTING

DATE : 18 August 2023

Annex E

AT 1:55 PM
18 AUG 2023

To ensure the optimal functioning of the service, the Safety and Health Committee (SHC) proposes that the MWSS Regulatory Office shall adhere to the most current and updated revisions in COVID-19 Policies as stipulated by the Department of Health (DOH).

This prudent course of action will foster a sense of clarity and consistency in handling of COVID-19 related matters. This also entails staying informed about any modifications or additions to the existing guidelines, and promptly incorporating these changes into the office's operational procedures.

Attached herewith is the latest issuance from DOH entitled: "Memorandum Circular No. 2023-0324: Updated Health Protocols Following Lifting of the COVID-19 Public Health Emergency" (Annex "A") released on 31 July 2023 which contains the updated protocols, to wit:

1. Recommended minimum public health standards such as wearing of mask, maintaining good hygiene and vaccination;
2. Quarantine and isolation periods for confirmed COVID-19 positive case and asymptomatic close contact with different conditions; and
3. Reporting and Risk Communications.

With regards to the reporting requirements of the SHC regarding COVID-19 positive case to be considered as **excused absence**, whether the RO talent is a permanent employee or Contract-of-Service (COS), the submission of COVID-19 positive result and daily symptom monitoring form (**Annex "B"**) shall be strictly complied with. The remuneration and related matters for such condition shall be determined by the Human Resources Department subject to Civil Service Commission (CSC) guidelines.

For your consideration.

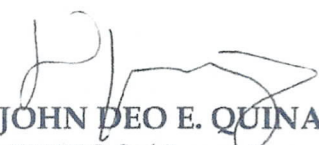


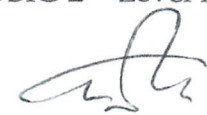
CONCURRED BY:


CHARMAINE SHIELA A. ADEVA
SHC Member


CHRISTIAN BERNARD D. MARCELINO
SHC Member


LORNA C. MEDINA
RO-TUBIG 1st Level Rep.


ALJOHN DEO E. QUINAJON
RO-TUBIG 2nd Level Rep./Deputy SHO


MERVIN DC. MONTELOYOLA
SHC Officer



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

July 23, 2023

DEPARTMENT CIRCULAR
No. 2023- 0324

TO: ALL DEPARTMENT UNDERSECRETARIES AND ASSISTANT SECRETARIES; MINISTER OF BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM); CENTERS FOR HEALTH DEVELOPMENT, BUREAU AND SERVICE DIRECTORS; SPECIAL AND SPECIALTY HOSPITAL DIRECTORS; CHIEFS OF MEDICAL CENTERS, HOSPITALS AND SANITARIA; AND OTHER CONCERNED OFFICES

SUBJECT: Updated Health Protocols following Lifting of the COVID-19 Public Health Emergency

On July 21, 2023, the President declared the lifting of the Public Health Emergency throughout the Philippines due to COVID-19 through Proclamation No. 297. In light of this, the Department of Health (DOH) clarifies the following changes in the COVID-19 protocols:

Table 1. Updated protocols on Minimum Public Health Standards

PROTOCOLS	FROM	TO
Masking	Required in healthcare facilities, medical transport vehicles, and public transportation	<p>For Health Facilities While no longer mandated, the DOH <u>recommends</u> retention of the mandatory use of masks in health facilities to protect vulnerable patients and reduce nosocomial infection. Infection Prevention and Control Committees (IPCC) of health facilities can choose to retain mandatory masking and issue specific guidelines applicable to their facility.</p> <p>For all other stationary or mobile healthcare providers without IPCC, DOH still <u>recommends</u> masking to be continued.</p>

PROTOCOLS	FROM	TO
	<p>Mask wearing recommended for</p> <ul style="list-style-type: none"> • Elderly; • Individuals with comorbidities; • Immunocompromised individuals; • Pregnant women; • Unvaccinated individuals; and • Symptomatic individuals 	<p>For Public Transportation Wearing masks is no longer mandatory but not prohibited, especially for those who wish to protect themselves and others from COVID-19 or other respiratory infections.</p> <p>Mask wearing still recommended especially in crowded or poorly ventilated public spaces for:</p> <ul style="list-style-type: none"> • Elderly; • Individuals with comorbidities; • Immunocompromised individuals; • Pregnant women; • Unvaccinated individuals; and • Symptomatic individuals.
Minimum Public Health Standards	Good hygiene, frequent hand washing, observance of physical distancing, and good ventilation	Good hygiene, frequent hand washing, and good ventilation; especially in situations where close interaction with vulnerable populations cannot be avoided such as the elderly population, those with comorbidities and immunocompromised individuals.
Vaccination	Recommended	Recommended

As to clinical guidelines, the following are the updated *recommendations* informed by the Philippine COVID-19 Living Recommendations, World Health Organization, U.S. Centers for Disease Control and Prevention (CDC) and recommended by the members of the DOH Scientific Advisory Group of Experts for Emerging and Re-Emerging Infectious Diseases (EREID SAGE). As with all other diseases, patients are advised to consult their health care provider, most especially if presenting with moderate to severe symptoms.

The DOH also reiterates that neither repeat testing (showing a negative COVID-19 test) nor requiring medical certificates are required for resumption of work or entrance to school.

Table 2. Updated masking, quarantine and isolation protocols

	Masking / Quarantine / Isolation Protocols
Asymptomatic close contact exposed to confirmed COVID-19 positive individual	<ul style="list-style-type: none"> • No need to quarantine; and • Wear a well-fitted face mask for 10 days.
Asymptomatic but confirmed COVID-19 positive case	<ul style="list-style-type: none"> • Home isolation for 5 days OR until afebrile/ fever-free for at least 24 hours without using antipyretics (e.g., Paracetamol) and with improvement of respiratory symptoms, whichever is earlier; and • Wear a well-fitted face mask for 10 days. <p><i>Note:</i> Isolation may be shortened upon the advice of your healthcare provider.</p>
Confirmed COVID-19 positive case with mild symptoms OR individuals with acute respiratory symptoms	
Confirmed COVID-19 positive case with moderate to severe symptoms, OR immunocompromised	<ul style="list-style-type: none"> • Isolation for at least 10 days from onset of signs and symptoms following advice of the attending physician, including whether to be admitted in a health care facility; and • Wear a well-fitted face mask for 10 days. <p><i>Note:</i> For severe disease and immunocompromised, discontinue isolation only upon the advice of your healthcare provider.</p>

Whilst the state of public health emergency has already been lifted, the health sector shall continue to remain vigilant to ensure adequate health system capacity in the event that it is required. Continued surveillance is necessary to minimize the risk of outbreaks and/or severe disease in settings with high-risk individuals. Regarding modifications in surveillance, reporting and public risk communication, please refer to the table below:


Table 3. Reporting and Risk Communication

PROTOCOLS	FROM	TO
Surveillance	COVID-19 surveillance as a stand-alone surveillance system	COVID-19 surveillance protocols (case definitions, confirmatory testing, whole genome sequencing, case investigation forms, etc.) shall continue to be implemented until its integration into the pilot pan-respiratory surveillance system by Q4 2023 .
Disease Reporting Unit reporting to the	Mandatory reporting of all cases and laboratory results	Continue mandatory reporting of cases and laboratory results to

PROTOCOLS	FROM	TO
DOH		official information systems.
DOH reporting to the public	<ul style="list-style-type: none"> • Weekly case bulletins are released • DOH COVID-19 tracker updated daily 	<ul style="list-style-type: none"> • Weekly to include other notifiable diseases • Weekly to include other notifiable diseases

Finally, updated guidelines for incoming travelers (e.g. vaccination, testing, and isolation/quarantine requirements), issuance of vaccine certificates, implementation of the eTravel Pass, and the COVID-19 Alert Level System will be issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) through the concerned agencies.

For dissemination and strict compliance of all concerned.


TEODORO J. HERBOSA, MD
 Secretary of Health

Form 1 : Daily Health Monitoring Form of [NAME OF RO TALENT]

Date	Symptoms	Activities	Remarks

I hereby certify that the information submitted in this form is certified true and correct.

Prepared by:

[NAME]
[Designation]

Monitored by:

[NAME]
Area Focal Person for [Regulation Area]



Form 1 : Daily Health Monitoring Form of [NAME OF RO TALENT]

Date	Symptoms	Activities	Remarks

I hereby certify that the information submitted in this form is certified true and correct.

Prepared by:

[NAME]
[Designation]

Monitored by:

[NAME]
Area Focal Person for [Regulation Area]



Annex G



METROPOLITAN
WATERWORKS &
SEWERAGE
SYSTEM
REGULATORY
OFFICE

OFFICE ORDER NO. 054
Series of 2023

MWSS REGULATORY OFFICE SHUTTLE SERVICE GUIDELINES

In the interest of the service, the provision of Shuttle Services for the employees of the MWSS RO pursuant to Memorandum Circular No. 174 dated 13 May 2009 issued by the Office of the President entitled *"Enjoining All Government Agencies Including Government Owned and Controlled Corporations, State Universities and Colleges to Support the Philippine Government Employees Association's Public Sector Agenda"*, is hereby approved with the following Guidelines:

A. OBJECTIVES

1. Implement a cost-effective and efficient usage of shuttle service vehicles;
2. Promote the welfare of MWSS RO personnel;
3. Extend transportation assistance to the MWSS RO personnel who are commuting; and
4. Ensure that MWSS RO maintains the highest level of attendance and productivity at work.

B. SHUTTLE ROUTES AND DESTINATIONS

1. The Shuttle Service Routes, Destination, and Garage have been determined in accordance with these Guidelines, as well as the limited resources of the MWSS RO. Factors such as fuel cost, traffic situation, passenger safety, and access to public transportation to the personnel's residences were also considered.

Hence, the following routes:

Shuttle Routes (Drop-off/ Pick-up Points)	Destinations	Garage
1. MWSS RO, UP Campus, Philcoa, SM North, EDSA, Muñoz Market & vice-versa	EDSA, Muñoz Market, SM North, Q.C.	MWSS RO Parking Area
2. MWSS RO, T. Sora Ave., Commonwealth, Regalado Ave., Fairview Terraces & vice-versa	Fairview Terraces, Quirino Ave., Q.C.	MWSS RO Parking Area
3. MWSS RO, Tumana, Marikina, Sumulong Highway, SM Masinag & vice-versa	SM Masinag, Antipolo Rizal	MWSS RO Parking Area
4. MWSS RO, Katipunan Ave., Aurora Boulevard, P.	Aurora Boulevard, Araneta Center, EDSA Q.C.	MWSS RO Parking Area



Shuttle Routes (Drop-off/ Pick-up Points)	Destinations	Garage
Tuazon, Cubao, EDSA & vice-versa		
5. MWSS RO, T. Sora Ave., Commonwealth Ave., QC-Circle, Kalayaan Ave., UP Campus & vice-versa	T. Sora, Q.C. Circle	MWSS RO Parking Area

- The shuttle routes shall be subject to periodic review and evaluation to ensure compliance with the objectives of these Guidelines; and
- The designated driver is authorized to take alternative routes in the event of urgent, emergency, or necessary situations, or for the safety of passengers. Such situations may include: rallies, demonstrations, traffic re-routings, accidents, parades, processions, floods, natural disasters, or any other unforeseeable event.

C. GENERAL GUIDELINES

- The priority for the use of service vehicles shall be given to operational and monitoring requirements of the MWSS RO over the use for shuttle services for MWSS RO personnel;
- To maintain the viability of a shuttle service, it must carry a minimum of 80% of its passenger capacity, including the driver. Failure to meet this requirement for at least 50% of its trips in a month will result in the discontinuation of the shuttle service. The Chief Regulator will make a decision based on the Monthly Load Plan and Passenger Report;
- The Chief Regulator may consider restoring the suspended/stopped shuttle service or allocate additional shuttle service for a new route provided that there is a written request of at least 80% of the maximum passenger capacity by personnel who commit themselves to avail the shuttle service, including the driver;
- The shuttle service shall be operational on workdays (Monday to Friday) with designated permanent and COS drivers responsible for driving the shuttle service vehicles;
- The shuttle service schedule for morning pick-up times along the route will be mutually agreed upon by the shuttle service passengers and driver. A maximum waiting time of five (5) minutes is allowed for each pick-up point, after which the driver is authorized to leave with or without the passenger. The driver should inform the concerned passenger through Viber/Text message or voice call of his departure from the pick-up point;

6. The assigned driver shall depart with the service vehicle from the MWSS RO parking area not earlier than 6:00 AM for the morning shuttle service. In the afternoon, the departure time shall be from 5:00 PM to 5:30 PM with at least 50% passenger load;
7. The shuttle service trips must at all times be covered by a duly approved Trip Ticket;
8. The shuttle service shall be available to MWSS RO Regular and Contract of Service personnel. Companions are prohibited, except in emergency and exceptional circumstances, which require prior notice and/ approval of the Chief Regulator or DA for Administration and Legal Affairs;
9. While inside the shuttle service vehicle, all passengers must observe safety protocols, proper norms of conduct, and code of ethics for public servants, as provided for in the Civil Service Commission Law, Rules, and Regulations, including R.A. No. 11313 other known as the "Safe Spaces Act". Any violation shall be dealt with accordingly;
10. Personnel who is under the influence of liquor or carrying obnoxious or foul-smelling goods, items, or products shall not be allowed to board the service;
11. There shall be no reservation of seats in the shuttle service vehicle;
12. All shuttle service drivers are required to return the shuttle service vehicle to the MWSS RO parking area after plying the specified routes. Failure to return the said vehicle to the MWSS RO parking area after plying the route is a *prima facie* evidence of violating reasonable office rules;
13. In the event that there is no sufficient/available driver or a particular route requires an alternate driver, other MWSS RO personnel with professional drivers' license may be allowed to drive the shuttle service vehicle, provided that there is approval by the Administration Department Manager;
14. MWSS RO officials receiving Transportation Allowance (TA) who avail themselves of the shuttle service shall be charged with reasonable cost of transportation through salary deduction, as follows:

POSITION	Fare
Plantilla Position entitled to RATA	Based on comparable prevailing public transportation rate or operating cost per passenger per vehicle, subject to the approval of the Chief Regulator.

D. PROCEDURE

1. The operation of the shuttle service vehicles and designation of drivers shall be under the immediate control and supervision of the Administration Department Manager.

2. All assigned drivers and personnel who wish to avail the shuttle service shall sign a letter of intent and commit themselves to ride the shuttle service in going to and from the MWSS RO each working day (Annex "A") to be submitted to the Administration Department as reference for the preparation of the Load Plan.
3. The assigned drivers shall record into the Load Plan and Passenger Report (Annex "B") the actual time of departure in the morning and actual time of arrival in the afternoon of the shuttle service vehicle at the MWSS RO Parking area.
4. The assigned driver shall be required to submit the duly accomplished Load Plan and Passenger Report within two (2) working days after the 15th and end of the month to the assigned Dispatcher for preparation of the Monthly Reports.
5. After each trip to and from the MWSS RO premises, all personnel who used the shuttle service must sign the Load Plan and Passenger Report as a requirement.
6. The assigned Security Guard on duty at the entrance gate and exit gate shall validate the actual number of passengers on board upon arrival and departure, as presented by the driver. The driver shall be responsible in ensuring the accuracy or completeness of the names of all passengers per trip.
7. Assigned drivers who occupy regular plantilla positions may be eligible for overtime pay, based on existing regulations and guidelines for granting overtime pay. Specifically, overtime pay may be granted for the actual duration of driving the shuttle service before 8:00 AM and after 5:00 PM.
8. The assigned drivers shall be responsible for the over-all cleanliness and maintenance of the shuttle service vehicle assigned to them, as well as the care and custody of the vehicle's tools and accessories. They shall report immediately any dents, damages, defects, or signs of engine and/or mechanical malfunction of the assigned vehicle through the Request for Repair Form (Annex "C").
9. The cleaning time for the shuttle service shall be from 8:00 AM to 9:00 AM.
10. All assigned drivers shall perform and discharge their duties with utmost courtesy to their passengers, their fellow motorists, traffic enforcers, and the general public. They shall avoid any act of recklessness, which may unnecessarily put in danger, not only their respective service vehicle but more importantly, the lives and limbs of their passengers, the pedestrians and other road users. They shall avoid any act of impropriety which may tarnish the image of the MWSS RO.
11. The assigned driver shall not give any undue favor to the passengers by extending or deviating from the specified routes merely to accommodate their request.

12. In the interest of the service, upon the recommendation of the Deputy Administrator for Administration and Legal Affairs, and approved by the Chief Regulator, or at the discretion of the latter, these Guidelines may be amended at any time.

All other Office Orders and Guidelines, which are inconsistent with the provisions of this Office Order, are hereby repealed accordingly.

This Office Order shall take effect on 01 June 2023.

For strict compliance.

16 May 2023, Quezon City


PATRICK LESTER N. TY
Chief Regulator

Load Plan and Passenger Report

Trip Ticket No.:

Annex "B"

For the Period: _____

Vehicle and Plate No.:			Seat Cap:		Route:																
No.	Names	Area	AM Pick-up Point	PM Drop-off Point	Trip	Thu 1-Jun	Fri 2-Jun	Sat 3-Jun	Sun 4-Jun	Mon 5-Jun	Tue 6-Jun	Wed 7-Jun	Thu 8-Jun	Fri 9-Jun	Sat 10-Jun	Sun 11-Jun	Mon 12-Jun	Tue 13-Jun	Wed 14-Jun	Thu 15-Jun	
1	Driver		MWSS RO		AM																
					PM																
2	Passengers				AM																
					PM																
3					AM																
					PM																
4					AM																
					PM																
5					AM																
					PM																
6					AM																
					PM																
7					AM																
					PM																
8					AM																
					PM																
9					AM																
					PM																
10					AM																
					PM																
11					AM																
					PM																
12					AM																
					PM																
Total Passenger Count:					AM																
					PM																

Load Plan

Prepared by: _____

Approved: _____

Cesalyn DG. Briones
Administrative Officer (COS)

Ramon A. Javier
DM for Administration

Passenger Report

Certified Correct: _____

Verified by: _____

Noted: _____

(Name & Signature) Driver/Mechanic B

(Name & Signature) Dispatcher/Guard

Ramon A. Javier
DM for Administration

LOAD PLAN AND PASSENGER REPORT

For the Period: June 1 to 15, 2023

Trip Ticket No.:

Vehicle and Plate No.: Grandia SAA3330			Seat Cap: 12		Route: MWSS RO, UP Campus, Philcoa, SM North Ave., EDSA, Muñoz Market & vice versa															
No.	Names	Area	AM	PM	Trip	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
			Pick-up Point	Drop-off Point		1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun
1	Edgar Lumbres	Driver	MWSS RO		AM Departure															
					PM Arrival															
2	Turalba, Ken Harold M.	ALA	Munoz Market, Edsa		AM															
					PM															
3	Aquino, Rosemay	TRA	Project 7, Edsa		AM															
					PM															
4	Cruz, Richelle C.	TRA	SM Annex, Edsa		AM															
					PM															
5	Aritao, Justine C.	OCR	SM Annex, Edsa		AM															
					PM															
6	Fulgueras Emyl, Angelique C.	FRA	PNB QC Circle		AM															
			Philcoa		PM															
7	Cheng, Elena T.	FRA	PNB QC Circle		AM															
			Philcoa		PM															
8	Bonita, Ray Karlo	ALA	PNB QC Circle		AM															
			Philcoa		PM															
9	Luz, Klea Rejoice	ALA	PNB QC Circle		AM															
			Philcoa		PM															
10					AM															
					PM															
11					AM															
					PM															
12					AM															
					PM															
80% 9.6					AM															
Total Passenger Count:					PM															

Load Plan		Passenger Report		
Prepared by:	Approved:	Certified Correct:	Verified by:	Noted:
Cesalyn DG. Briones Administrative Officer (COS)	Ramon A. Javier DM for Administration	(Name & Signature) Driver/Mechanic B	(Name & Signature) Dispatcher/Guard	Ramon A. Javier DM for Administration

LOAD PLAN AND PASSENGER REPORT

For the Period: June 1 to 15, 2023

Trip Ticket No.:

Vehicle and Plate No.: Innova TBI923			Seat Cap: 7		Route: MWSS RO, UP Campus, Philcoa, Quezon Ave., Welcome Rotonda & vice versa																
No.	Names	Area	AM	PM	Trip	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
			Pick-up Point	Drop-off Point		1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	
1					AM																
					PM																
2					AM																
					PM																
3					AM																
					PM																
4					AM																
					PM																
5					AM																
					PM																
6					AM																
					PM																
7					AM																
					PM																
80% 5.6					AM																
Total Passenger Count:					PM																
Load Plan Prepared by: <u>Cesalyn DG. Briones</u> Administrative Officer (COS)					Passenger Report Certified Correct: <u>(Name & Signature)</u> Driver/Mechanic B																
Approved: <u>Ramon A. Javier</u> DM for Administration					Verified by: <u>(Name & Signature)</u> Dispatcher/Guard																
					Noted: <u>Ramon A. Javier</u> DM for Administration																

LOAD PLAN AND PASSENGER REPORT

For the Period: June 1 to 15, 2023

Trip Ticket No.:

Vehicle and Plate No.: Hilux SAA3329			Seat Cap: 5		Route: MWSS RO, Katipunan Ave., Aurora Boulevard, P. Tuazon, Cubao, EDSA & vice versa																
No.	Names	Area	AM	PM	Trip	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
			Pick-up Point	Drop-off Point		1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	
1	Diala, Robert A.	Driver	MWSS RO	AM Departure																	
				PM Arrival																	
2	Olano, Dave Eldon B	TRA	P. Tuazon, EDSA Cubao	AM																	
				PM																	
3	Makiling, Tessa	ALA	15th Ave., Cubao	AM																	
				PM																	
4	Balerio, Yves	ALA	P. Tuazon, Cubao	AM																	
				PM																	
5	Atty. Cris Minas	ALA	Aurora Blvd., Edsa, Cubao	AM																	
				PM																	
80% 4				Total Passenger Count:		AM															
						PM															
Load Plan						Passenger Report															
Prepared by:			Approved:			Certified Correct:			Verified by:			Noted:									
Cesalyn DG. Briones			Ramon A. Javier			(Name & Signature)			(Name & Signature)			Ramon A. Javier									
Administrative Officer (COS)			DM for Administration			Driver/Mechanic B			Dispatcher/Guard			DM for Administration									

LOAD PLAN AND PASSENGER REPORT

For the Period: June 1 to 15, 2023

Trip Ticket No.:

Vehicle and Plate No.: Avanza SAA3326			Seat Cap: 7		Route: MWSS RO, Tumana, Marikina, Sumulong Hiway, SM Masinag & vice-versa																
No.	Names	Area	AM	PM	Trip	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
			Pick-up Point	Drop-off Point		1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	
1	Avila, Vicente T. Jr	Driver	MWSS RO	AM	Departure																
				PM	Arrival																
2	Laciste, Maricris	TRA	Masinag cor Sumulong Highway	AM																	
				PM																	
3	Pucio, Jezreel	ALA	Masinag cor Sumulong	AM																	
				PM																	
4	Rodriguez, Renato	CSR	Masinag cor Sumulong Highway	AM																	
				PM																	
5	Rodriguez, Monic	FRA	Masinag cor Sumulong Highway	AM																	
				PM																	
6				AM																	
				PM																	
7				AM																	
				PM																	
80% 5.6				Total Passenger Count:		AM															
						PM															
Load Plan						Passenger Report															
Prepared by:			Approved:			Certified Correct:		Verified by:		Noted:											
Cesalyn DG. Briones			Ramon A. Javier			(Name & Signature)		(Name & Signature)		Ramon A. Javier											
Administrative Officer (COS)			DM for Administration			Driver/Mechanic B		Dispatcher/Guard		DM for Administration											

LOAD PLAN AND PASSENGER REPORT

For the Period: June 1 to 15, 2023

Trip Ticket No.:

Vehicle and Plate No.: Grandia SAA3331			Seat Cap: 12		Route: MWSS RO, T. Sora Ave., Commonwealth, Regalado Ave., Fairview Terraces & Vice-Versa															
No.	Names	Area	AM	PM	Trip	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
			Pick-up Point	Drop-off Point		1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun
1	Nagtalon, Crisanto G.	ALA	MWSS RO		AM Departure															
					PM Arrival															
2	Villanueva, Christine Agatha R.	ALA	Fairview Terraces, Quirino Ave.		AM															
					PM															
3	Morota Catherine	FRA	Fairview Terraces, Quirino Ave.		AM															
					PM															
4	Cordova, Melchor	CSR	Petron, North Fairview, Commonwealth Ave.		AM															
					PM															
5	Maravilla, Sir Gil P.	ALA	Camaro St. Cor. Commonwealth Ave., Fairview		AM															
					PM															
6	Ignacio, Justine Irish	FRA	Jordan Plains exit commonwealth gate		AM															
					PM															
7	Jessa Mae Cadorna	OCR	Fairview Terraces, Quirino Ave.		AM															
					PM															
8	Ferrer, Daryl	CSR	Fairview Terraces, Quirino Ave.		AM															
					PM															
9	Monteloyola, Merp	CSR	Jollibee, Tandang Sora cor commonwealth ave		AM															
			Puregold overpass		PM															
10	Estabillo, Rocel Claessee	CSR	Fairview Terraces, Quirino Ave.		AM															
					PM															
11					AM															
					PM															
12					AM															
					PM															
80% 9.6					AM															
Total Passenger Count:					PM															

Load Plan		Passenger Report		
Prepared by:	Approved:	Certified Correct:	Verified by:	Noted:
Cesalyn DG. Briones Administrative Officer (COS)	Ramon A. Javier DM for Administration	(Name & Signature) Driver/Mechanic B	(Name & Signature) Dispatcher/Guard	Ramon A. Javier DM for Administration

LOAD PLAN AND PASSENGER REPORT

For the Period: June 1 to 15, 2023

Trip Ticket No.:

Vehicle and Plate No.: Avanza SAA3328			Seat Cap: 7		Route: MWSS RO, T. Sora Ave., Commonwealth Ave., QC-Circle, Kalayaan Ave. UP Campus & vice-versa															
No.	Names	Area	AM Pick-up Point	PM Drop-off Point	Trip	Thu 1-Jun	Fri 2-Jun	Sat 3-Jun	Sun 4-Jun	Mon 5-Jun	Tue 6-Jun	Wed 7-Jun	Thu 8-Jun	Fri 9-Jun	Sat 10-Jun	Sun 11-Jun	Mon 12-Jun	Tue 13-Jun	Wed 14-Jun	Thu 15-Jun
1	Bardos, Jordan	Driver	MWSS RO		AM Departure															
					PM Arrival															
2	Guinaling, Sheena L.	TRA	Brgy Hall of Culiat, QC		AM															
					PM															
3	Bungay, Israel	TRA	T. Sora, cor. Commonwealth Ave.		AM															
					PM															
4	Adeva, Charmaine Shiela	FRA	Kalayaan Ave cor Malingap St		AM															
					PM															
5	Cariaga, Lillianne	OCR	Kalayaan Ave. Shell Gas Station		AM															
					PM															
6					AM															
					PM															
7					AM															
					PM															
80% 5.6					AM															
Total Passenger Count:					PM															
Load Plan					Passenger Report															
Prepared by:		Approved:			Certified Correct	Verified by:		Noted:												
Cesalyn DG. Briones Administrative Officer (COS)		Ramon A. Javier DM for Administration			(Name & Signature) Driver/Mechanic B	(Name & Signature) Dispatcher/Guard		Ramon A. Javier DM for Administration												

Date: _____

Patrick Lester N. TY
 Chief Regulator
 MWSS RO

Subject: Intent to Avail of the Shuttle Service**Dear Chief Regulator:**

We would like to convey our appreciation for the MWSS RO's continued provision of Shuttle Services to its commuting employees. In return, we commit to make use of the shuttle services for our daily commute, both in the morning and afternoon, with exception of reasonable circumstances.

Please find below the shuttle service we intend to avail:

Name of Driver	Type of Vehicle Plate Number and Passengers	Route (Drop-off/ Pick-up Point)	Destination and Garage
Mr. XXX Driver-Mechanic B	<ul style="list-style-type: none"> Type: Grandia Plate No. SAA3331 Maximum 12 passengers but not less than 80% or 9 passengers. 	MWSS RO, UP Campus, Philcoa, SM North, EDSA, Muñoz Market & vice-versa	EDSA, Muñoz Market, SM North, Q.C. and MWSS RO Parking

You can trust that we will comply with Officer Order No. _____, which outlines the Shuttle Service Guidelines.

Thank you.

Respectfully yours,

Commuting Employees and including the Driver
 Name Signature

1.

2.

3.



Date: _____

No: _____

REQUEST FOR REPAIR / REPLACEMENT

☐ FACILITIES

☐ EQUIPMENT

☐ VEHICLES

SCOPE OF WORK / PRODUCT SPECIFICATION: (Description and Details)

For Facilities and Equipment:

Location: _____

For Vehicles:

Plate Nos.: _____ Model: _____

Odometer Reading: _____ Assigned Driver: _____

Level of Priority: (Please refer to the note at the back of this form)

☐ EMERGENCY

☐ HIGH PRIORITY / URGENT

☐ MEDIUM PRIORITY / ROUTINE

☐ LOW PRIORITY / NOT URGENT

Results of Market Study Conducted:

Estimated Cost: Php _____

Availability:

☐ Readily available off- the-shelf

☐ With exclusive distributor / manufacturer

☐ Custom-make / personalize

☐ Others (please specify) _____

REQUESTED BY:

(Signature over Printed Name)

INSPECTED BY:

(Senior Property Officer)

NOTED BY:

(Department Manager/ Deputy Administrator concerned)





Annex 'H'

MC No. 19, s. 2012

MEMORANDUM CIRCULAR

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

SUBJECT : Observance of Flag Ceremonies

Republic Act No. 8491, otherwise known as the "Flag and Heraldic Code of the Philippines" requires all government offices and educational institutions to observe the flag-raising ceremony every Monday morning and the flag-lowering ceremony every Friday afternoon.

It has been observed that if the regular or special holidays fall on Mondays and Fridays, some government offices do not hold flag-raising and flag-lowering ceremonies.

To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants, all heads of government agencies are enjoined to schedule a flag raising ceremony every Monday, or the next working day if Monday is declared a holiday, and a flag-lowering ceremony every Friday or on the last working day of each week. Agencies are advised to conduct the flag-raising and flag-lowering ceremonies at 8 o'clock in the morning and 5 o'clock in the afternoon, respectively.

Agency heads are, likewise, enjoined to establish internal guidelines to strictly monitor the attendance of their personnel in the flag ceremonies and ensure strict compliance.

This Memorandum Circular shall take effect immediately.

Please be guided accordingly.

NOV 12 2012


FRANCISCO T. DUQUE III, MD, MSc
Chairman

PPSO/PSDD/APE/JLT/PBC/nedy
MC-Flag ceremonies

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service