

04 March 2022

OFFICE ORDER NO. 2022033-  
Series of 2022

**SUBJECT: INTERIM GUIDELINES ON ALTERNATIVE WORK ARRANGEMENT (AWA) AND WORKPLACE PROTOCOLS DURING THE IMPLEMENTATION OF ALERT LEVEL SYSTEM**

**WHEREAS**, the IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, as amended (Omnibus Guidelines) provides rules applicable to the workplace under every form of community quarantine, including government offices;

**WHEREAS**, the CSC issued Memorandum Circular (MC) No. 10 (s.2020), as amended by MC No. 18 (s.2020), providing for the Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic;

**WHEREAS**, CITEM, through Office Order No. 2020078 dated 22 May 2020, adopted the *Interim Guidelines on Alternative Work Arrangement, Workplace Protocols, and Health Standards During the Period of Public Health Emergency* based on CSC MC No. 10 (s. 2020) as amended by MC No. 18 (s. 2020);

**WHEREAS**, CITEM, through Office Order No. 2021055 dated 12 August 2021, adopted the *Health and Safety Protocols During the Period of Public Health Emergency* to expound the related provisions under Office Order No. 2020078;

**WHEREAS**, the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, through Resolution No. 146-F (s. 2021) dated 28 October 2021, recommended to the Office of the President the adoption of the Alert Level System for all areas of the Philippines, through a phased nationwide rollout;

**WHEREAS**, the Office of the President, through MC No. 96 dated 28 February 2022, ordered government agencies and instrumentalities to remain fully operational regardless of the alert level of the area where they are located, but subject to the required on-site workforce as prescribed in the alert level guidelines while applying work from home and other flexible work arrangements;

**WHEREAS**, MC No. 96 provides that agencies and instrumentalities of the government located in areas placed under Alert Level 1 shall adhere to 100% on-site workforce, while off-site work shall be subject to the relevant rules and regulations issued by the CSC and the Office of the President;

**WHEREAS**, there is a need to balance the implementation of 100% operational capacity and the imposition of the minimum public health standard;

**NOW, THEREFORE**, the CITEM will adopt the following interim guidelines on the alternative work arrangement and workplace protocols during the implementation of the alert level system:

- 1. Alternative Work Arrangement.** CITEM shall be on 100% or full operation adopting a combination of skeleton workforce (SWF) and work-from-home (WFH) arrangements, completing a minimum of 8 hours/day for 5 days or 40 hours/week under the following Alert Levels:

Alert Level	On-Site Workforce as prescribed by the IATF and Malacañang	Alternative Work Arrangement (SWF/WFH)
1	Shall adhere to 100% on-site workforce	At least three (3) days of mandatory on-site reporting per week pending issuance of new guidelines by the CSC
2	At least 80%	
3	At least 60%	
4	At least 40%	Combination of SWF and WFH provided that the minimum required on-site workforce is met
5	Skeleton workforce on-site and the remainder under alternative work arrangements	

2. **Required On-site (SWF) Days. Except for Alert Levels 4 and 5,** ALL employees shall be required to report to the office at least the minimum number of three (3) days required in a week (consecutive or alternating days). Failure to complete the required SWF shall be considered absent equivalent to the number of days/they fail to report on-site.

Employees whose physical presence is crucial and those who cannot perform their functions remotely (e.g. drivers, messengers, utility personnel, technicians, electricians, butler, etc.) shall be required to physically report daily.

3. **Full Flexi-time Schedule.** ALL employees (WFH and SWF) may observe a full flexi-time schedule from 7:00-10:00 am to 4:00-7:00 pm.

SWF shall complete the minimum 8-hour workday from the time of arrival (excluding break time). Arrival beyond 10:00 am and early departure before the completion of the required work hours shall be recorded as tardy and/or undertime, respectively.

4. **Exemptions.** Before being permitted to WFH, employees with health risks related to Covid-19 shall submit a request and a declaration of their medical condition with supporting documents for consideration and approval of the Head of the Office.

5. **Use of e-DTR and Attendance Record.** ALL employees (either SWF or WFH) shall utilize the CITEM e-DTR to record daily attendance (time in and out) and work accomplishments. SWF shall time-in through their mobile phones or any available devices upon arrival at the lobby and prior entry at the CITEM premise to align the separate attendance record monitored by the Security.

Each department must submit to the HRMD the following:

- a) Monthly submission – proposed schedule of employees for the month
- b) Weekly submission – the actual attendance record of SWF as attested by the respective DCs, DMs, and STREDO.

Any changes in the schedule shall be communicated to the HRMD for proper monitoring.

6. **Health Protocols.** All permanent employees and service providers shall strictly observe the minimum public health standards:

- Submit to the usual entry and exit protocols and health declaration (a day before reporting). Employees shall fill out the health monitoring form with due diligence and honesty. Any misdeclaration that compromises the health and safety of other employees shall be dealt with accordingly.
- Well-fitted masks shall be worn properly at all times, except when eating and drinking. The use of N95 or KN94 is recommended.
- For Alert Level 1, external visitors must accomplish the DHD before the scheduled visit and must present vaccination cards upon entry to the CITEM premise. For unvaccinated/partially vaccinated individuals, submission of DHD will suffice. For a higher alert level, a negative antigen test taken within 48 hours prior to the scheduled visit is required.

7. **Shuttle Service.** A shuttle service will be made available to ferry SWF employees to and from CITEM, subject to the number of available service vehicles, the number of employees availing of the shuttle service, and their respective localities. SWF employees interested in availing of the service shall coordinate with the GSD. Details on routes, pick-up/drop-off points, and schedules will be communicated by the GSD.

SWF employees may also take available public transport observing strict compliance with the minimum health standards and protocols.

The allowed passenger in the shuttle service shall be adjusted accordingly in keeping with the prescribed capacity allowed by the IATF or similar guidelines.

8. **Office Attire.** The prescribed corporate attire shall be relaxed to casual attire subject to the prohibitions outlined under CSC Memorandum No. 19, s. 2000<sup>1</sup>:

- Gauzy, transparent or net-like shirt or blouse;
- Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;

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<sup>1</sup> Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace dated 30 October 2020



- Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- Rubber sandals, rubber slippers, *bakya*;
- While wearing *maong* pants is generally prohibited, may be considered as appropriate attire when paired with a collared polo/shirt (for males), or any appropriate blouse or shirt (for females).

9. **Quarantine and Isolation Protocols** shall follow the *Updated Quarantine and Isolation Protocols for Travelers and Updated Quarantine and Isolation Protocols for General Public & Healthcare workers and Authorized Sectors*<sup>2</sup> unless otherwise updated or repealed by the IATF.

Absence/s of a permanent employee for every instance of the required quarantine period, isolation, and/or treatment for COVID-19 may be considered as excused absence subject to the provisions under CSC MC No. 2, s. 2022<sup>3</sup> unless otherwise updated or repealed by the CSC.

All employees shall secure a clearance/certificate from the CITEM Clinic before quarantine/isolation and may not go into self-imposed quarantine and/or isolation.


10. **Absences Due to COVID-19 Vaccination.** Absence/s from work by permanent employees during the day of the inoculation of COVID-19 vaccine and/or the required treatment/recuperation period from the Adverse Events Following Immunization (AEFI) of COVID-19 vaccine may be excused following the guidelines under CSC MC No. 16. s.2021<sup>4</sup> unless otherwise updated or repealed by the CSC.

11. **Repeal.** Provisions under Office Order No. 2020078 and Office Order No. 2021055 which are inconsistent with provisions of this Office Order are hereby repealed, amended, or modified accordingly.

Said alternative work arrangements shall be implemented so as not to prejudice the delivery of public service.

This office order shall take effect on March 07, 2022.

For proper guidance and strict compliance.

  
**PAULINA SUACO - JUAN**  
 Executive Director

<sup>2</sup> Annex A & B of IATF Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response as of 27 February 2022

<sup>3</sup> Amendment to the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment of COVID-19 dated 18 January 2022

<sup>4</sup> Interim Guidelines on Absences of Government Officials and Employees Due to COVID-19 Vaccination and/or Adverse Events Following Immunization of COVID-19 Vaccine dated 12 November 2021