



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG / CG-1

01 July 2020

STANDING OPERATING PROCEDURE
NUMBER 05-20

**INTERNAL GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS AND
SUPPORT MECHANISM FOR NON-UNIFORMED PERSONNEL IN THE
PHILIPPINE COAST GUARD IN TIMES OF COVID-19 PANDEMIC**

1. REFERENCE:

Civil Service Commission Memorandum Circular No. 10, s. 2020 dated 07 May 2020 (Revised Interim 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).

2. PURPOSE:

This Standing Operating Procedure (SOP) prescribes the procedures and guidelines governing the alternative work arrangements and support mechanisms for Non-uniformed personnel during the period of State of National Emergency due to COVID-19 Pandemic.

3. SCOPE:

This Guidelines shall cover all PCG Non-Uniformed personnel.

4. ALTERNATIVE WORK ARRANGEMENTS:

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

4.2 Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.

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

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

4.5 Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements appropriate/applicable in the unit/division subject to the prevailing community quarantine in the area where the office is located and the nature of work/job performed by the employee/s.

5. PARAMETERS IN THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS:

6. 5.1 Work-from-Home

- a. The work-from-home arrangement shall be adopted in areas placed under Enhanced Community Quarantine (ECQ) by the President;
- b. The work-from-home arrangement may be adopted in areas placed under General Community Quarantine (GCQ) where public transportation shall operate at a reduced capacity and physical/social distancing is required in the workplace.
- c. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under GCQ, shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.
- d. Work-from-home arrangements may be allowed for the following tasks:
 - research;
 - policy formulation/review/amendment;
 - project work, including but not limited to, drafting of proposals/project studies/training modules;
 - data encoding/processing;

- adjudication of cases or review of cases, including legal work;
 - budget planning and forecasting;
 - recording, examination and interpretation of financial records and reports;
 - evaluation and formulation of accounting, auditing and management control systems;
 - computer programming;
 - database maintenance;
 - design work/drafting of drawing plans;
 - preparation of information materials;
 - sending/receiving e-mail;
 - HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
 - other analogous 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.
- e. To facilitate the implementation of the work-from-home arrangement, the Unit Head shall ensure the following:
1. The employees are given tasks to be performed to the full extent possible in terms of man-days per work week, (Annex A) to be submitted weekly.
 2. Employees under work-from-home shall make themselves available during the work hours that they are at home.
 3. The employees have access to or is provided with any communication equipment or facilities, such as computer/laptop, internet or e-mail, facsimile, telephone or mobile phone.
 4. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions are in place to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.
 5. The confidential and proprietary information are protected and secured at all times.

5.2 Skeleton (Skeletal) Workforce

- a. During ECQ, skeleton workforce may be allowed unless a different operational capacity is provided in agencies providing health and emergency frontline services, border

- control, and other critical services as identified in the IATF Omnibus Guidelines on Community Quarantine;
- b. The employees assigned as skeleton workforce, during ECQ, shall be issued the necessary travel/office orders, in addition to the office-issued IDs for proper identification.
 - c. Unit/Offices located in areas placed under the GCQ shall use skeleton workforce as one of its alternative work arrangements, (Annex B).
 - d. In case the duty or work schedule of an employee assigned as a skeleton workforce falls on a regular holiday, the required 40-hour workweek shall be considered as complied. However, if the employee is required to report, he or she should be entitled to compensatory time off (CTO).
 - e. The employees assigned as skeleton workforce shall be entitled to Hazard Pay on top of the Compensatory Time Off, as well as other applicable allowances, subject to accounting and auditing rules and regulations.

5.3 Four-day (Compressed) Workweek

- a. The four-day workweek may be used as one of the alternative work arrangements of the unit/offices located in areas placed under GCQ which are identified either as moderate-and low-risk in the spread of COVID-19.
- b. The 4-day workweek may be observed as follows: Monday to Thursday, Tuesday to Friday, Monday to Tuesday and Thursday to Friday or a combination of the 4-day workdays to ensure that there are employees reporting the whole workweek.
- c. In case a regular holiday falls within the scheduled workweek of the employee, the required 40-hour workweek shall be considered as complied.

5.4 Staggered Working Hours

- a. The unit/offices shall strategize the adoption of the staggered working hours of employees to limit the number of officials and employees in an office at any given time. Example: 7:00 a.m. to 1:00 p.m. and 1:00 pm to 7:00 pm.
- b. The unit head, in consultation with the employees, shall prepare the staggered work schedule in light of the present situation.

- c. The unit head shall ensure that the employees remain flexible in making themselves available for work duties outside of core hours if required.

5.4 Other Alternative Work Arrangements

- a. Unit/Offices may adopt other alternative work arrangements that are appropriate/applicable to their functions as well as their place of work other than the above-enumerated work arrangements.
- b. Unit/Offices may use a combination of the above enumerated work arrangements or a combination with the other work arrangements it adopted, such as three-day workweek and 2 days work-from-home arrangement to complete the 40-hour workweek.

The offices in the Metro Manila has adopted the combination of Work-from-Home and Skeleton (Skeletal) Workforce. For the work arrangements outside Metro Manila, the Unit head may decide which alternative work arrangements are appropriate/applicable in their place of work but without prejudice to CSC MC 10, 2020.

7. SUPPORT MECHANISMS:

Whenever needed, the Unit head shall provide the necessary support mechanisms to the employees, such as but not limited to the following:

- a. Health/psychosocial interventions like stress debriefing;
- b. Reduced working hours, as authorized by the President;
- c. Reasonable transportation facilities and housing quarters to employees assigned as skeleton workforce, whenever practicable.

8. GENERAL GUIDELINES:

- 7.1 The alternative work arrangements shall be adopted only for the duration of the State of National Emergency or until lifted by the President.
- 7.2 The Unit head shall give priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).
- 7.3 The following activities and precautionary measures should be implemented by offices:

- a. Disinfection or decontamination activities on all its buildings, facilities and office vehicles.

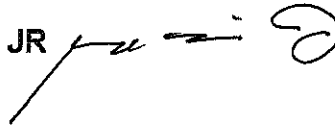
The disinfection should be part of the regular maintenance and upkeep of the agency.

- b. Conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 disease.
 - c. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.
 - d. Upon entrance to the office, everyone shall pass through the footbath stationed and required to undergo thermal scanning and those who have manifested 38 degree celsius shall be required to go home and work from there;
 - e. Using of biometric machine and logbook is a must for time-in and time-out but spray your hands with alcohol/sanitizer before and after use to prevent the possible spread of diseases;
 - f. Always observe handwashing and/or hand sanitizing whenever possible or necessary especially when using out telephones and other office equipment.
- 7.4 For alternative work arrangements that require physical presence in the office premises, physical distancing requirements should always be observed.
- 7.5 Unit/Offices shall implement minimum health standards protocol at all times such as wearing of face masks, taking of body temperature, and presence of sanitation stations.
- 7.6 Unit/Offices may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction.
- 7.7 Unit/Offices shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.

9. EFFECTIVITY:

This internal guidelines shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until the State of National Emergency has been lifted by the President of the Philippines.

BY COMMAND OF VADM URSABIA JR



OFFICIAL:



LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

ROLANDO LIZOR N PUNZALAN JR
RADM PCG
Chief of Coast Guard Staff

ANNEX A

Weekly Individual Accomplishment Report

Name of Employee: _____

Position: _____

Unit Assignment: _____

Period: _____

Tasks	Output	Status/Remarks
1.		
2.		
3.		
4.		
5.		

Agreed by:

(Employee)

(Immediate Supervisor)

Unit Head

ANNEX B

Schedule of Skeleton (Skeletal) Workforce

Unit/Office: _____

Name of Employee	Position	Date
1.		
2.		
3.		
4.		
5.		

Certified Correct:

Approved by:

Immediate Supervisor

Unit Head

Handwritten signature
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