



OFFICE OF THE GOVERNOR

June 4, 2021

MEMORANDUM ORDER

NO. 137 - 2021

TO : **ALL HEADS OF DEPARTMENTS/OFFICES, EMPLOYEES AND THOSE UNDER CONTRACT OF SERVICE AND JOB ORDER**
Provincial Government of Davao del Sur

RE : **IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS AND HEALTH MEASURES**

In line with Proclamation No. 922, s. 2020 and Proclamation No. 1021, s. 2020, declaring and extending, respectively, the State of Public Health Emergency throughout the Philippines due to COVID-19 and enjoining all government agencies and LGUs to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner against COVID-19; the Civil Service Commission Memorandum Circular No. 10, s. 2020, providing for Alternative Work Arrangements and Support Mechanisms for Workers in the Government, the Provincial Government of Davao del Sur hereby implements Alternative Work Arrangements with the following guidelines:

1. **Work from home/skeleton workforce arrangement.**
 - A. Each office shall divide their personnel to two (2) teams, provided that each team shall not exceed the 50% capacity of the office and shall ensure that office transactions will not be hampered. Each team shall physically report to the office on a weekly basis; while the other team shall perform their duties remotely at home;
 - B. *Executive Order No. 11 series of 2021* mandating that the work schedule (8:00 A.M. to 4:00 P.M. with no noon break) shall remain to be enforced for both work from home and skeleton workforce;
 - C. Once assigned to a team, the personnel is **strictly prohibited** to switch schedule with another team or physically report to the office during his/her work from home-schedule; and
 - D. The provisions on (A) and (C) shall also be applicable to the overtime rendered on weekends or holidays.



OFFICE OF THE GOVERNOR

- 2. Work from Home Guidelines.** The following shall be strictly implemented for the work from home arrangement:
- A. Personnel under work from home shall make themselves available through any line of communication (e.g. chat, SMS, call, email, etc.) during work hours. They should at all times (from 8:00 A.M. to 4:00 P.M.) be ready to receive work instructions from Supervisors/Department Heads;
 - B. Personnel must ensure that all given tasks during work from home are accomplished without violating the assigned work schedule; and
 - C. Personnel under the work from home schedule are prohibited from loitering during work hours. Violation of this provision shall be subject to disciplinary action.
- 3. Suspension of Usage of Biometric Attendance Device.** In compliance with the minimum health protocols, instead of using the biometric (fingerprint scanner) attendance device, all employees shall record their attendance using their office logbook until this arrangement is revoked.
- 4. Responsibility of Department/Office Heads.** Department/Office Heads are mandated to comply the following:
- A. Submit the approved work schedule of their concerned offices not later than **(Tuesday) June 8, 2021** to the Human Resource Management Office (HRMO) or via email at pgohrmndas@odelsur.gov.ph;
 - B. Perform random checks on personnel under work from home schedule during work hours;
 - C. Delegate tasks to the personnel under work from home schedule; and
 - D. Ensure that this Order shall be strictly implemented specifically the provisions in no. 1; otherwise, the Department/Office Head shall be held accountable and subject to disciplinary action.
- 5. Reiteration on Strict Minimum Health Protocols.**
- A. For alternative work arrangements that require physical presence in the office premises, physical distancing requirements must always be observed;



OFFICE OF THE GOVERNOR

- B. All face-to-face non-essential events/activities are hereby prohibited such as but not limited to:
- Convocation programs,
 - Flag ceremony
 - Turnover ceremony
 - Meetings/Conferences
 - Gatherings inside offices such as during meal times (employees are to eat separately during meal times)
- C. Disinfection or decontamination activities on all its buildings, facilities, equipment and office vehicles should be part of the regular maintenance and upkeep of the Agency.

This Order shall take effect immediately and remain in force and effect until revoked.

So Ordered.

DOUGLAS RA. CAGAS, LLB, MBE, MNSA
Governor

By Authority of the Governor


ATTY. HERBERT R. GONZALES
Provincial Administrator