

Policies on Flexible Work Arrangements in the Government

For the Philippine Association for Government Budget Administration (PAGBA), Inc.
November 15, 2023 🌀 **Cebu City Waterfront Hotel**



Can agencies
adopt/implement the FWAs
even after the end of the
State of Calamity/Emergency
due to COVID-19?



General Objective



- To institutionalize relevant & appropriate **work arrangements** for government officials/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.

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 agency, and the agency achieves its strategic objectives under any circumstance



EX = CX

Specific Objectives



3. To boost the morale and enhance the welfare of government officials and employees by giving them the opportunity to accomplish their tasks through appropriate work arrangement/s

- ✓ thereby increasing employee productivity and performance,
- ✓ and allowing work-life balance

Specific Objectives



4. To encourage agencies to adopt **ICT-enabled work** and relevant tasks that can be performed remotely



Does CSC MC 6 s.2022 seek to protect only PWDs and immunocompromised individuals ?



Specific Objectives

5. To provide reasonable work arrangement/s to:

- senior citizens
- PWDs
- pregnant & nursing mothers
- immunocompromised individuals or persons with chronic conditions
- and those who suffered from accidents affecting mobility but can physically and mentally work.





SCOPE & COVERAGE



Are elective officials
covered by the policies
on FWA?



These policies shall apply to **all appointive** government officials and employees in all government agencies and instrumentalities, namely:

- Constitutional Bodies
- NGAs
- GOCCs with original charters
- LGUs
- SUCs





Is FWA allowed only for career employees?



Regardless of status of appointment

(permanent, temporary, provisional, substitute, coterminous, casual, contractual, or fixed term).





What about the COS and JOs?

The DBM and/or the COA may formulate a parallel issuance on the matter for COS and JO workers in government, taking into consideration the same parameters set forth in these Policies.





CONCEPT AND
DEFINITION OF TERMS

Output-oriented work arrangement that authorizes government officials/employees to render service

- ✓ at a location away from their office, either in their home/residence, agency satellite office, or another fixed place,
- ✓ on a temporary basis
- ✓ duly approved by the head of office/agency.



1. FLEXIPLACE



How many types of FLEXIPLACE arrangements are there?

A. 3



B. 2

C. 5

3 TYPES:

1. **WFH** – a work arrangement where the government officials/employees work at home or their residence;
2. **Work from satellite office** – instead of reporting to their office, they report for work at their agency satellite office near their residence (e.g., central/other regional office/field office);
3. **Work from another fixed place** – 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.



1. FLEXIPLACE

CONDITIONS:

1. **Regular** – work at an alternative worksite on a regular and recurring basis, for a period agreed upon with the supervisor, and duly approved by the head of agency/office.
2. **Situational** - appropriate for ad-hoc tasks/assignments that require short periods; or project-based (e.g. project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.)
3. **Medical**



1. FLEXIPLACE

CONDITIONS:

3. Medical – 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.



1. FLEXIPLACE



Work arrangement whereby the 40 hours workweek for 5 days of the government officials/employees is compressed to:

4 days or less, as may be applicable.

2. Compressed Workweek

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.



3. Skeleton Workforce



4. Work shifting

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.



In FLEXITIME, can an agency choose any hour to start the 8-hour/day work (e.g., 6AM to 3PM or 5am to 2PM)?



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 40 hours workweek is complied with.



5. Flexitime



Can we combine FWAs?





A work arrangement whereby the agency may adopt a combination of any of the above-mentioned FWAs appropriate or applicable to the mandate/functions of the agency.

6. Combination of Flexible Work Arrangements



How many FWAs are there?

A. 3

B. 2

C. 5



1. Flexiplace (WFH, WFSO, WFAFP)
2. Compressed Workweek
3. Skeleton Workforce
4. Work Shifting
5. Flexitime

PLUS: COMBINATION OF FWAs





POLICIES

A. General Requirements for Flexible Work Arrangements (FWA)

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 FWAs, 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.

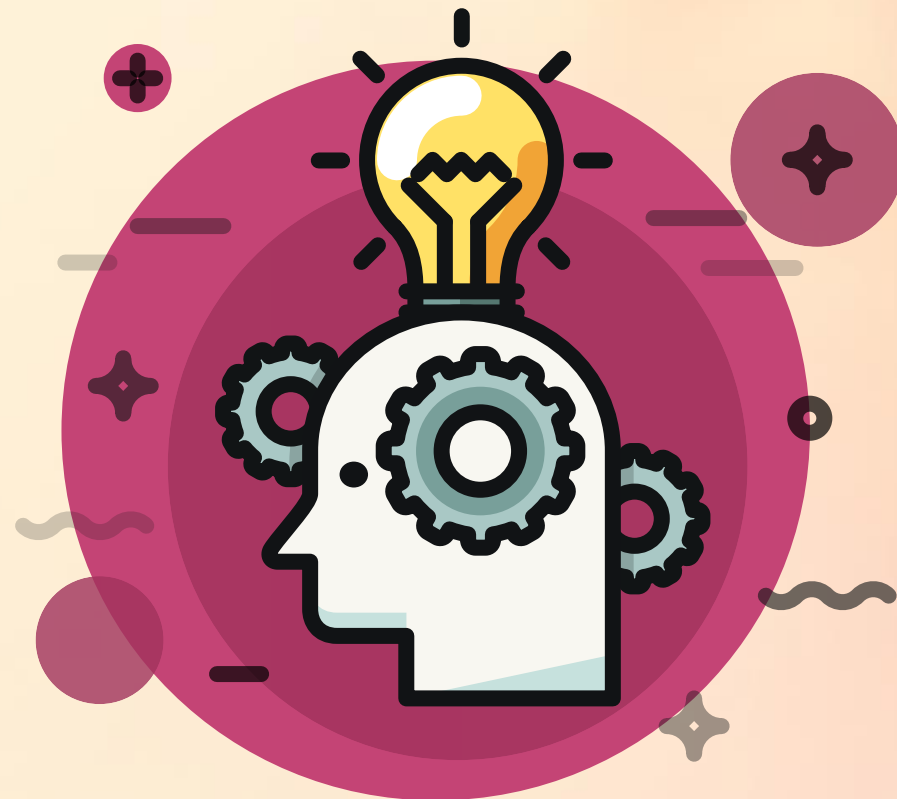




Can an agency reduce the usual 1-hour lunch break to only 30 minutes?

Answer

Yes. In CSC Resolution No. 91-117 dated 25 January 1991, the Commission resolved to grant the request of the Office of the Ombudsman to adopt its proposed reschedule of working hours with only 30-minute lunch break* provided the required number of working hours is not reduced.



*Sec. 1, Republic Act No. 1880: "xxx, **exclusive of time for lunch:** xxx"*

2023 3RD PAGBA SEMINAR



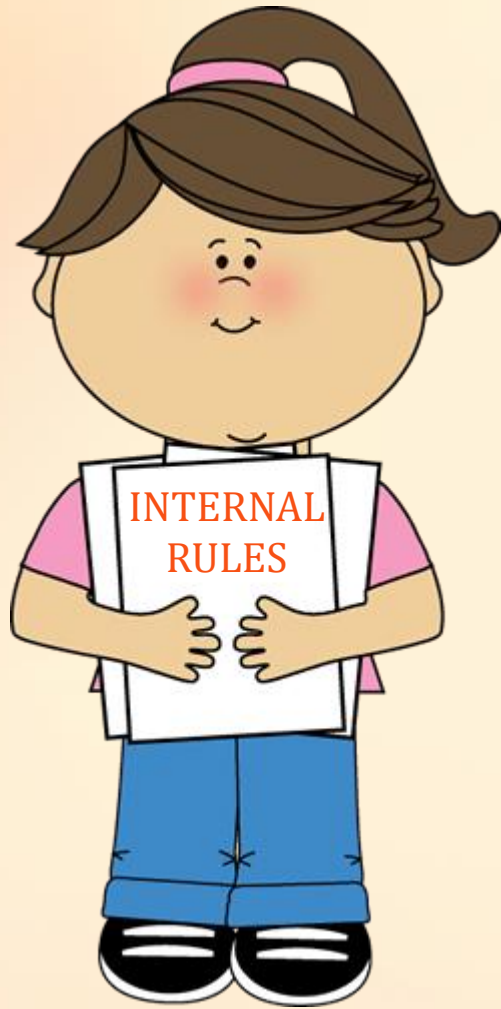
**Are agencies allowed to
customize flexible work
arrangements according to
their mandate, functions,
or situation?**





Should agencies' internal rules on FWA be first submitted to the CSC for approval?





3. Agencies shall formulate their internal guidelines on the FWAs 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*, to be submitted to CSC Regional Offices for records and reference purposes.

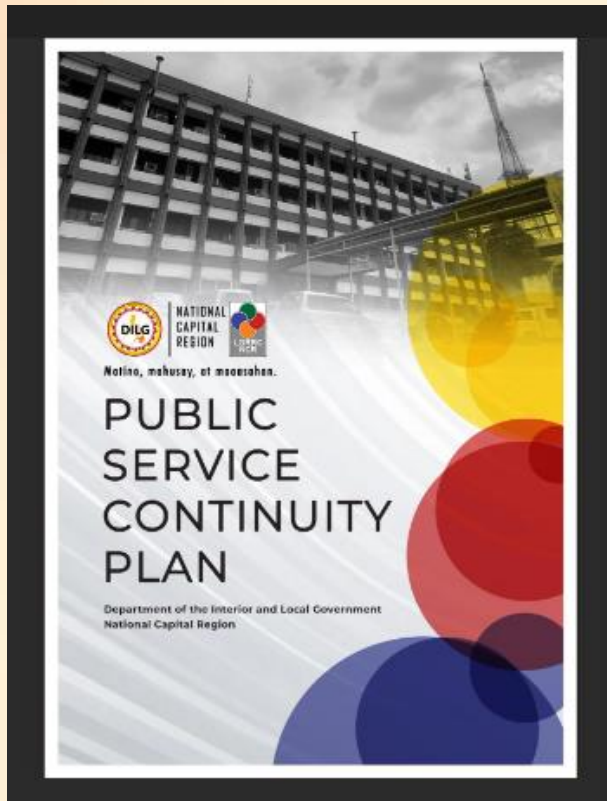
Said internal guidelines shall include tasks (See Annex A for sample tasks) that may be allowed to be accomplished outside the office and other protocols such as health emergency plans to prevent the spread of infectious diseases.

ANNEX A

Tasks that may be 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 e-mail;
14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
15. 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.





4. Agencies shall incorporate in their Public Service Continuity Plan pursuant to NDRRMC Memorandum No. 33, s. 2018*, the adoption of FWAs.

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



Are employees on FWA
entitled to overtime pay or
compensatory time-off?

It depends.

5. Officials and employees under FWA shall be entitled to Compensatory Overtime Credit/Overtime Pay **if they physically reported for work** and rendered services beyond the normal 8 hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special nonworking days, both exclusive of time for lunch and rest,

subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015, 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***, in consonance with the approved **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.

** 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*



7. Agencies shall adopt a **monitoring mechanism**, such as **submission of daily/weekly accomplishment reports**, etc., in consonance with the **performance standards** they adopted.

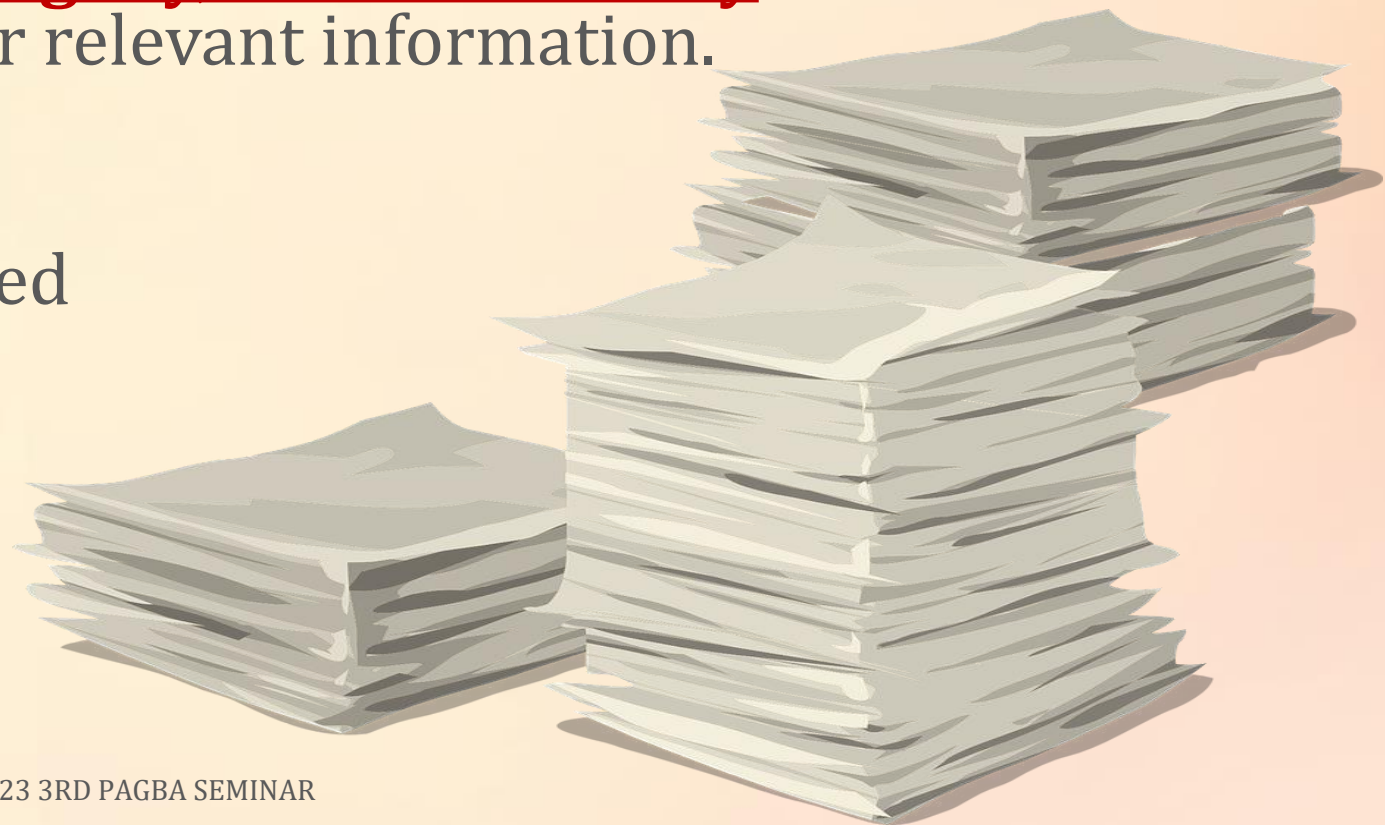




8. Agencies may adopt the use of videoconferencing/teleconferencing in conducting meetings/assemblies and other official activities, whenever applicable.

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 DICT.

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*

Online government transactions must be implemented in accordance with COA Circular No. 2021-006**

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

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



POLICIES

B. Parameters in the Implementation of FWAs



1. Flexiplace



Can any appointive employee be allowed to avail of WFH?

Work From Home (WFH)

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



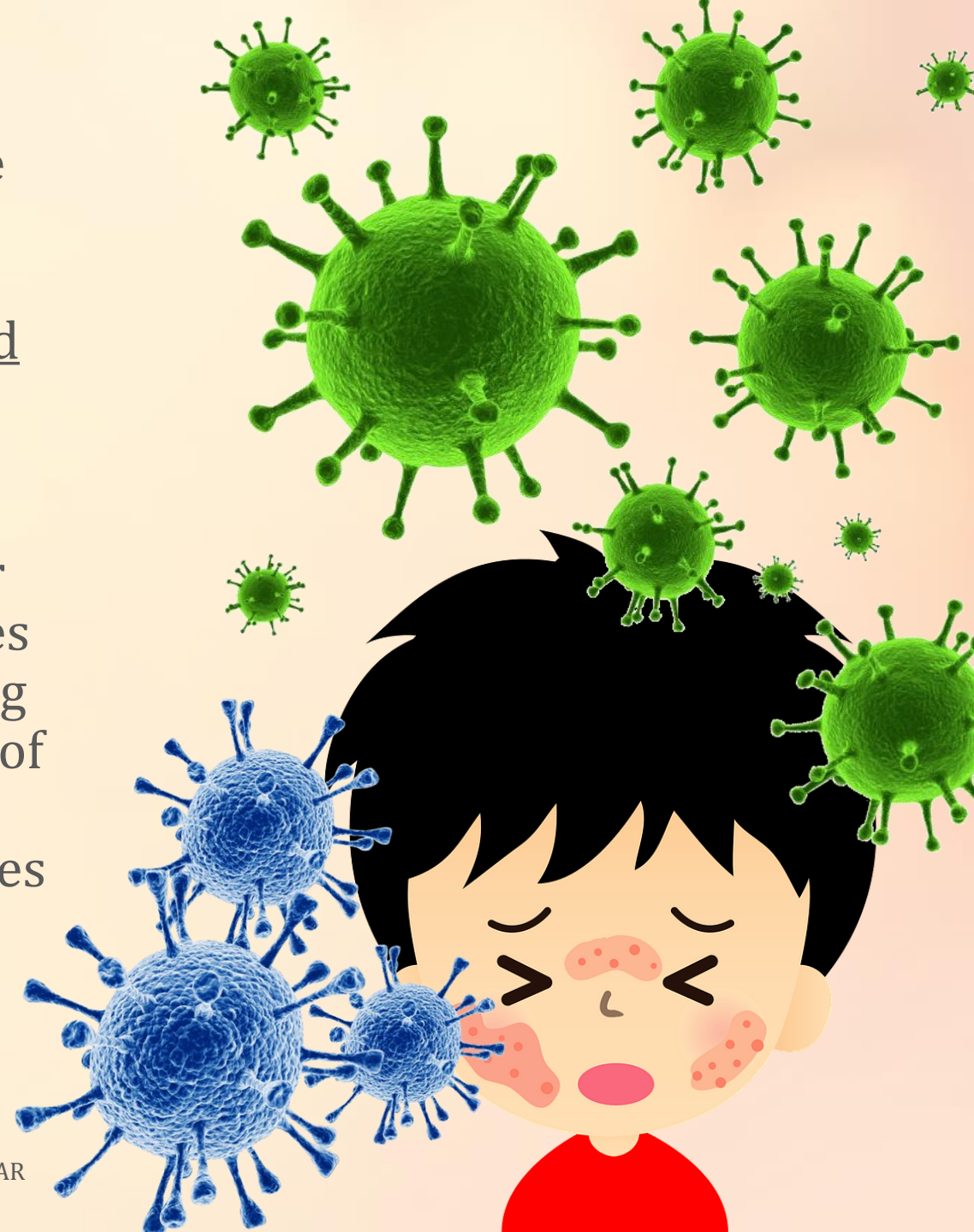
- WFH may be extended to government officials/employees whose tasks cannot be accomplished at the office, satellite office, or another fixed place under the following situations:
 - a. During the emergence of a national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities; **and**
 - b. Their place of assignment is located within one-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.





Are employees on WFH entitled to monetary or non-monetary overtime?



- Task/s assigned to officials or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.
- Employees under WFH arrangement **are not** entitled to Compensatory Overtime Credit/Overtime Pay.



2. Work from Satellite Office

- 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.





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.



Are those working from satellite offices because they were stranded by floodwaters exempted from the 40-hour workweek?



- 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.
- Government officials or employees who are allowed to report for work at the agency satellite office **shall comply with the prescribed 40 work hours per week.**



3. Work from another fixed place

- 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**.



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 to 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.

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



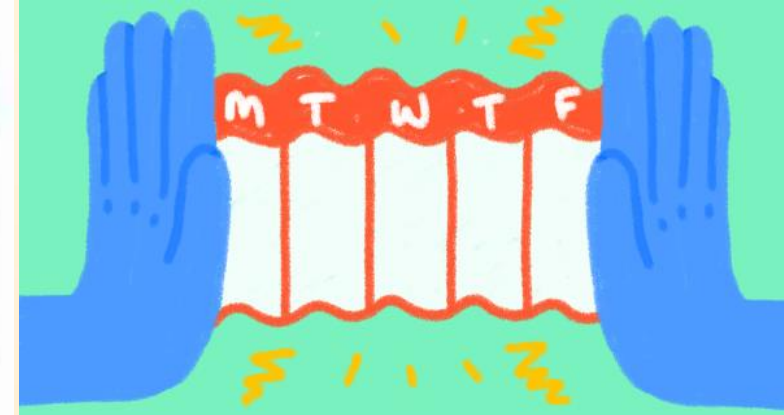
- The **agency shall take full responsibility** of the grant of work from another fixed place and **verification** of the employees' entitlement to be granted thereof.
- Said verification shall include the **validation of the location** of the government officials or employees, and the verification that 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.
- Employees under work from another fixed place arrangement are **not entitled** to Compensatory Overtime Credit/Overtime Pay.





2. Compressed Workweek

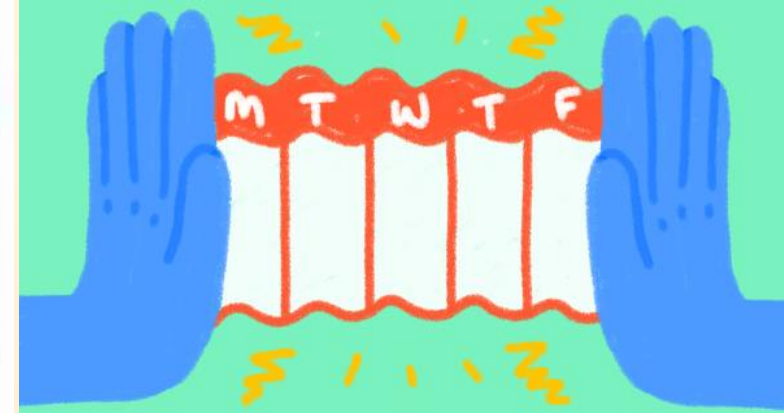
- Compressed workweek may be allowed for government officials and employees
 - whose task/s or portions thereof **cannot be accomplished outside the office,**
 - particularly those on **skeleton workforce** observing the 4-day workweek
 - and those **identified by the agency/office head necessary for the continued operation** of the office
 - in order not to prejudice public service delivery.



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 5-day workweek

Provided that public service delivery shall not be prejudiced during the whole workweek (Monday to Friday).





3. Skeleton Workforce



- Skeleton workforce shall be adopted only when full staffing is not possible.
- 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 40 hours a week exclusive of time for lunch.
- However, if this work arrangement is adopted in combination with other FWAs, the required working hours thereof shall be complied with.

- 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.



- 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

- 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.





- 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 manmade calamities.

- 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

- 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.



- 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.



- 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 compensatory days-off during weekdays,
- provided further that the Saturday and Sunday are regular workdays and not cases of overtime.





6. Combination of Flexible Work Arrangements

Agencies may adopt a combination of any of the following FWAs 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 3 types of flexiplace; or
- e. Other combination of work arrangements.

COMBINATION OF

FLEXIBLE
WORK ARRANGEMENTS



Example:



Combination of Flexible Work Arrangements

Skeleton Workforce and WFH

Working Hours

- 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 40-hour workweek requirement shall be complied with

Example:



Combination of Flexible Work Arrangements

Work Shifting and WFH

Working Hours

- 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 required 40-hour workweek.

Example:



Combination of Flexible Work Arrangements

Compressed Workweek and WFH

Working Hours

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



POLICIES

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

1. Support Mechanisms

- 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





During calamities, agencies should not provide service vehicles or transportation facilities to transport government officials and employees required to physically report to work because we need to save government funds.

TRUE or FALSE?

1. Support Mechanisms

- 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;





- 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**;



Since the state of national emergency has been lifted, there is no need to reimburse employees on official travel for their lab expenses that are required by proper authorities.

TRUE or FALSE?



- 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



Agencies are not allowed to defray the cost of electricity bills or internet connection cost incurred by employees when there is an imposition of WFH arrangement .

TRUE or FALSE?

- 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 manmade calamities subject to budgeting, accounting, and auditing rules and regulations; and
- 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



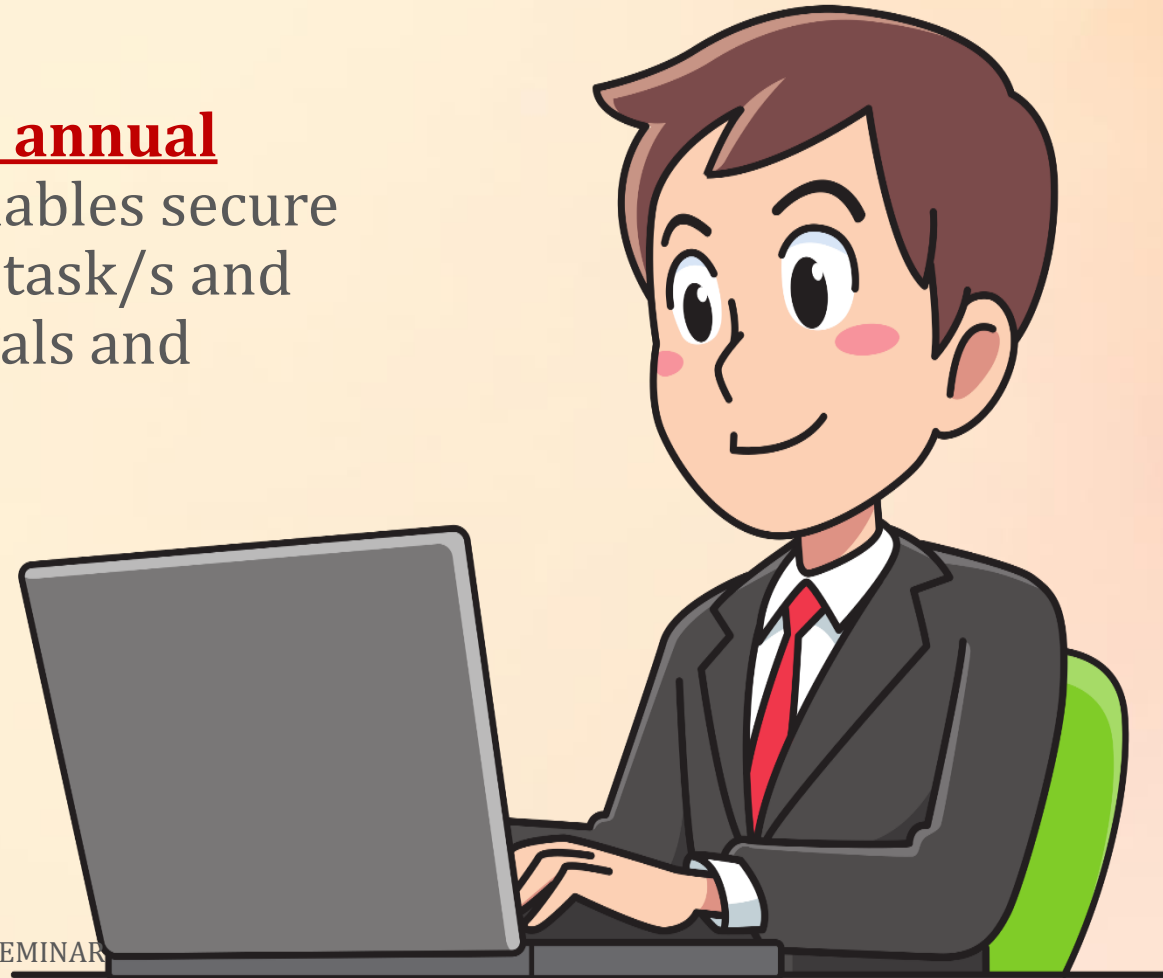
- Government officials and employees shall be provided **equal opportunities in terms of awards, promotions, training, and career development** (e.g., Information Technology-literacy programs and other related employment considerations), regardless of the work arrangement that they have adopted, in consonance with the existing civil service law, rules, and regulations; and



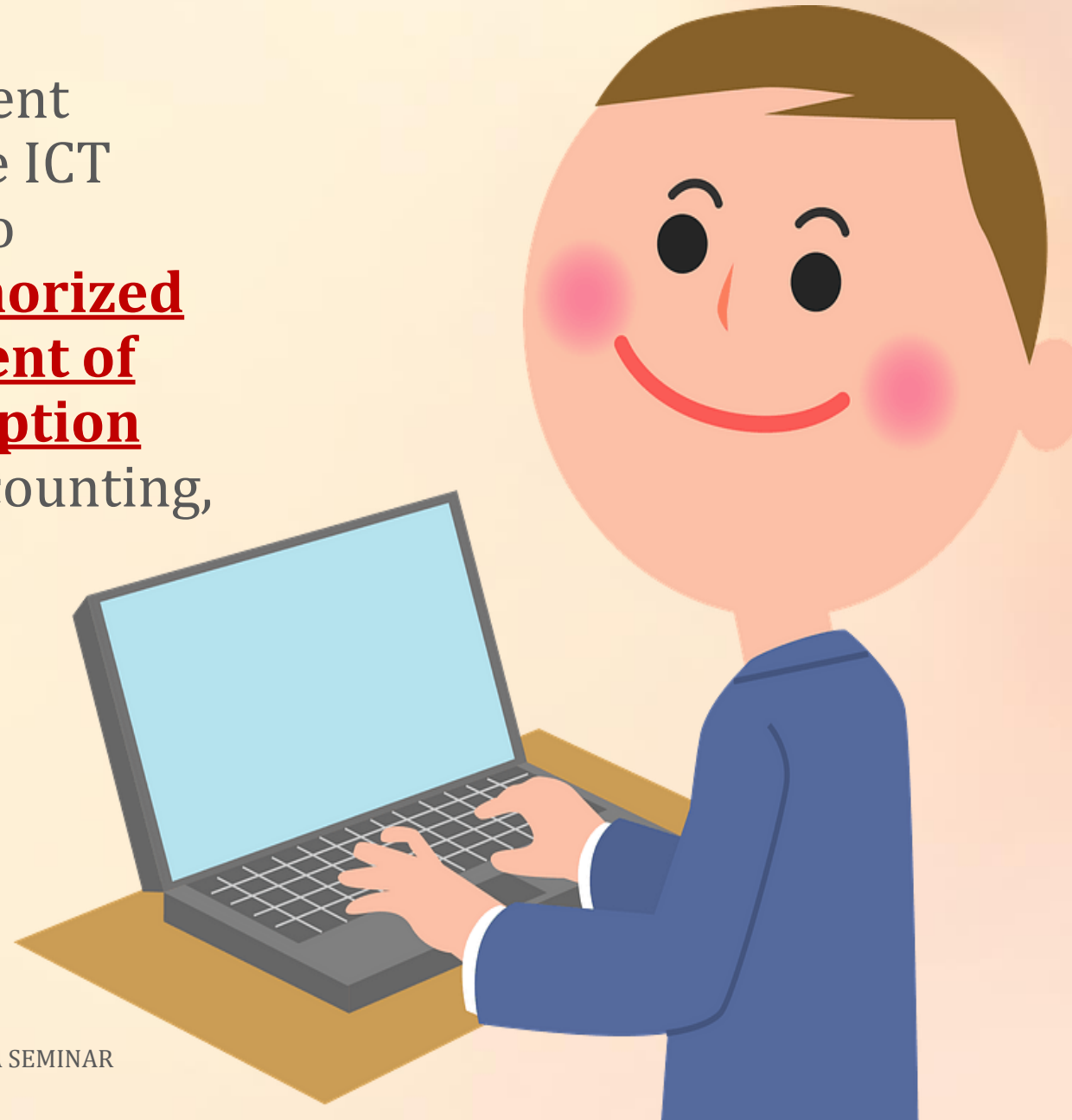
- **Medical benefits shall be granted to government officials and employees, who sustained wounds and/or injuries while in the performance of their official duties,** regardless of their work arrangement subject to the conditions under CSC-DBM Joint Circular No. 1, s. 2006, as amended by CSC-DBM Joint 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

- 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



- 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 FWA must be properly recorded (e.g., device model and serial number) by the agency.



- 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 FWAs.





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



How many FWAs are there?

A. 3

B. 2

C. 5



1. Flexiplace (WFH, WFSO, WFAFP)
2. Compressed Workweek
3. Skeleton Workforce
4. Work Shifting
5. Flexitime

PLUS: COMBINATION OF FWAs





Thank You