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DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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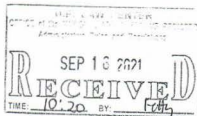


MEMORANDUM CIRCULAR NO. 2021-2283

To : **All LTO Officials and Employees**
Central Office, NCR West and East

Date : 15 September 2021

Subject : **GUIDELINES ON THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENT (AWA) DURING GENERAL COMMUNITY QUARANTINE (GCQ) WITH ALERT LEVEL 4**



In accordance with the Guidelines on the Pilot Implementation of Alert Levels System for COVID-19 Response in the National Capital Region (NCR) issued by the IATF on 13 September 2021 and in view of the declaration of General Community Quarantine (GCQ) with Alert Level 4 in the National Capital Region (NCR) from 16 to 30 September 2021, all LTO Offices in the NCR shall remain fully operational subject to the on-site capacity and work-from-home arrangements.

In this connection, the following guidelines on the adoption of skeleton workforce on-site for officials, employees and job order (JO) personnel thereat shall be implemented, effective immediately:

1. Each office with frontline services shall at all times be manned by a skeleton workforce with shifting of assignments and **shall comprise of fifty percent (50%)** with the remainder being under work-from-home arrangements as scheduled by the Chief of Office/Division, unless their services are indispensable under the circumstances.
2. Each office with non-frontline services shall at all times be manned by a skeleton workforce with shifting of assignments and **shall comprise of at least twenty percent (20%)** with the remainder being under work-from-home arrangements as scheduled by the Chief of Office/Division, unless their services are indispensable under the circumstances.

3. Above stated items no. 1 and 2 shall not be applicable to the Field Enforcement Division, Law Enforcement Service; Plate Making Plant; and Central Command Center.
4. Do-It-Yourself (DIY) Stock, DIY Sales and New Registration Unit (NRU)/Authorized District Offices to process New Registration shall remain operational subject to observance of health protocols.
5. All scheduled on-site employees including JO shall render eight (8) hours of work, which shall exclude the time for lunch within 7:00 A.M. to 6:00 P.M. for any particular workday.

Employees who report for work beyond 9:00 A.M. shall be considered tardy. Those who do not complete 8 hours in a day shall be considered undertime.

The Heads of Offices must ensure continuity of service to the public from 8:00 A.M. to 5:00 P.M. They shall also ensure uninterrupted public service delivery even during lunch breaks.

On the other hand, the Central Command Center (C3) and the Plate Making Plant (PMP) shall follow their shifting schedule.

6. Overtime (OT) services after official working hours shall be suspended during the period of GCQ.
7. OT services may only be rendered during Saturdays and non-working holidays through Presidential announcement, between 8:00 A.M. to 5:00 P.M. provided the employee has not incurred late/undertime and/or absences for at least three (3) times during his/her assigned work schedule.

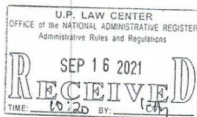
The payment thereof shall be subject to the availability of funds. Likewise, employees who are authorized to render OT services on said days shall register their attendance during lunch break; otherwise, their OT for the whole day shall not be credited.

8. Personnel who are not scheduled to physically report for work shall be considered on a work-from-home arrangement and they shall be given tasks to be performed to the full extent possible in terms of man-days per week. As such, they shall have access to or are provided with any communication equipment or facilities such as computer/laptop, internet, telephone or mobile phone.
9. Areas which will be declared under "*granular lockdown*" shall also be considered on a work-from-home arrangement. They shall submit a barangay certification for payroll purposes.



10. The work-from-home arrangement shall also apply to all personnel who are below twenty-one (21) years old, sixty (60) years old and above, pregnant women as well as those with immunodeficiency, comorbidities, other health risk and underlying health conditions, except when their services are indispensable under the circumstances or when office work is permitted.
11. The tasks to be performed by personnel under the work-from-home arrangement shall be subject to those enumerated under Section 3.1 (d) of Civil Service Commission (CSC) Memorandum Circular No. 18 issued on 15 October 2020 (Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during period of State of National Emergency due to COVID-19 Pandemic).
12. All personnel under the work-from-home arrangement shall always make themselves available during the work hours that they are at home via tele or videoconferencing, e-mail, online messaging and other means of communications.
13. The Heads of Offices shall adopt a monitoring mechanism such as submission of Daily/Weekly Accomplishment Reports to ensure that the delivery of services to clientele is not prejudiced.
14. The Heads of Offices shall ensure the proper distribution of tasks and monitoring of completion thereof.
15. The Heads of Office shall submit to the Human Resource Development (HRD) Section the list of personnel comprising their skeleton workforce and those designated to work-from-home as well as their assigned tasks.

They shall ensure that their respective schedule shall strictly adhere. Likewise, offsetting of schedule shall be prohibited.
16. Disciplinary sanction and appropriate penalties shall be imposed to personnel who fail to observe the set work hours and/or if found doing non-work-related tasks or activities during his/her schedule and work arrangement.
17. All Heads of Offices shall ensure that all personnel and clients are advised of the health and sanitary protocols pursuant to LTO Memorandum Circular No. 2020-2183 issued on 09 May 2020.



These guidelines shall subsist from 16 to 30 September 2021.

All other issuances inconsistent herewith are deemed repealed, revoked and/or superseded accordingly.

For strict compliance.

Sumit
EDGAR C. GALVANTE
Assistant Secretary



hrds:mgc:may

