MEMORANDUM CIRCULAR NO. 2021-2287

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

Date: 14 October 2021

Subject: GUIDELINES ON THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENT DURING GENERAL COMMUNITY QUARANTINE WITH ALERT LEVEL 3

Further to IATF Resolution No. 143-A s. 2021 issued on 14 October 2021 that the National Capital Region (NCR) shall be under Alert Level 3 beginning 16 October 2021 until 31 October 2021, and in accordance with the Guidelines on the Pilot Implementation of Alert Levels System for Covid-19 Response in the NCR, all LTO Offices under NCR shall remain to be fully operational and shall adhere to at least 30% on-site capacity subject to work-from-home and other flexible work arrangements.

In this connection, the following guidelines on the adoption of alternative work arrangements (AWA) for officials, employees and job order (JO) personnel thereat shall be implemented, effective immediately:

1. Utilization of the four-day (compressed) workweek (10 hours per day) and/or the flexible work schedule (8 hours per day) depending on the nature of the assigned tasks and other circumstances.

2. The four (4)-day workweek refers to the work arrangement whereby the personnel’s forty (40) hour workweek is compressed to four (4) days each week or ten (10) hours per day, exclusive of the one (1) hour lunch break period.

The office hours shall be fixed from 7:00 A.M. to 6:00 P.M. and/or 8:00 A.M. to 7:00 P.M. which may be observed on the following days: Monday to Thursday, Tuesday to Friday, Monday-Tuesday and Thursday-Friday, or a combination of the 4-day workdays to ensure that there are employees reporting the whole workweek or that the whole workweek is manned in order not to prejudice the delivery of services to clientele.
Each employee shall be assigned a weekday’s off depending on the days he/she reports to work.

3. Employees who report for work beyond 7:00 A.M. and/or 8:00 A.M., depending on their assigned schedule shall be considered tardy. Those who do not complete ten (10) hours in a day shall be considered undertime.

4. One (1) day absence shall be considered as a ten (10)-hour absence and shall be deducted proportionately from the employee’s leave credits.

5. Overtime (OT) services after official working hours or after completing the 10-hour workday shall be suspended during the period of GCQ.

6. OT services may only be rendered during scheduled day-off, 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.

7. The **flexible work schedule** shall start at 7:00 A.M. and end at 6:00 P.M. from Monday to Friday. An employee may opt to start working anytime on the said days between 7:00 A.M. to 4:00 P.M.; 8:00 A.M. to 5:00 P.M., and 9:00 A.M. to 6:00 P.M.

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

9. The **work-from-home arrangement** shall only 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.

This work-from-home arrangement may be observed as follows: **3 days work in the office and 2-days work-from-home.**

10. 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.

11. Those who has a work-from-home arrangement is not entitled to claim OT pay.
12. 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).

13. All personnel under the work-from-home arrangement 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. Further, they 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.

14. The AWA must be approved by the concerned Division Heads and submit to the HRD Section the approved alternative work arrangements and adopt a monitoring mechanism such as submission of Daily/Weekly Accomplishment Reports during the implementation of AWA to ensure that the delivery of services to clientele is not prejudiced.

15. 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.

16. The 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 31 October 2021.

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

For strict compliance.

EDGAR C. GALVANTE
Assistant Secretary