MEMORANDUM CIRCULAR NO. 2021-2288

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

Date: 19 October 2021

Subject: AMENDMENT TO MEMORANDUM CIRCULAR NO. 2021-2287
RE GUIDELINES ON THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENT DURING ALERT LEVEL 3

The following amended guidelines on the adoption of skeleton workforce on-site for officials, employees and job order (JO) personnel under LTO Central, NCR West and East 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 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.

3. Above stated items no. 1 and 2 **shall not be applicable** to the Field Enforcement Division, Law Enforcement Service (FED-LES); Plate Making Plant (PMP); and Central Command Center (C3).

4. 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 C3 and the PMP shall follow their shifting schedule.

5. Overtime (OT) services after official working hours shall be suspended during the period of GCQ.

6. 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.

7. 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.

8. 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.
These guidelines shall subsist from 20 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

hrds:mgc:may