

RECEIVED
JAN 24 2022

By: _____
Time: _____



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Reproduction No. 016, s. 2022
For Dissemination and Compliance
ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent
Schools Division of Bulacan

RECORDS SECTION, REGIONAL OFFICE NO. 3
JAN 20 2022

JAN 17 2022

REGIONAL MEMORANDUM
No. 030, s. 2022

To : **Schools Division Superintendents
Heads of Public Schools
Others Concerned**

**PROTOCOL IN REDUCING THE MINIMUM ON-SITE WORKFORCE OR
TEMPORARY CLOSURE OF PREMISES UNDER THE ALERT LEVEL
SYSTEM**

- Attached is a copy of Memorandum Circular No. 94, s. 2022, dated January 7, 2022 providing for the requirements and procedures for reducing on-site workforce in government offices below the minimum set forth under the Alert Level System, amending for the purpose Memorandum Circular No. 86, s. 2021 and Memorandum Circular No. 93, s. 2021.
- The following provisions are reiterated to be observed by all Schools Division Offices and public schools in the Region:

2.1 The reduction of on-site workforce below the minimum provided in the Alert Level System and **the temporary closure of premises shall be regarded as extreme measures and needs clearance from the Office of the Secretary.** For this purpose, the concerned Office shall submit a request to the Central Office, through the Regional Office, stating the proposed duration of the measure supported with verified data, like the number of cases, rate of transmission, etc. **No reduction of on-site workforce or closure of premises shall be implemented until such clearance is obtained from the Office of the Secretary.** Below is the required on-site workforce under the Alert Level System, pursuant to Memorandum Circular No. 93, s. 2021:

Alert Level 5	Skeleton workforce on-site and the remainder under alternative work arrangement as approved by the head of agency unless a greater on-site capacity is required
Alert Level 4	At least 40% on-site workforce
Alert Level 3	At least 60% on-site workforce
Alert Level 2	At least 80% on-site workforce



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph

RECEIVED
AIA VAB
Certificate No. A.A17-077



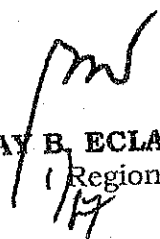
Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

2.2 Reduction of on-site workforce or temporary closure merely to conduct disinfection of premises shall not be allowed. Such activity shall be undertaken after office hours or on weekends.

2.3 Schools Division Superintendents and Heads of Public Schools who shall be allowed to reduce on-site workforce or temporary closure of premises shall ensure that there will be manned hotlines, on-site or off-site, to respond to immediate concerns of their respective stakeholders.

3. Notwithstanding to these, everyone is reminded that there is a need to balance health considerations and the continuous delivery of public services. The continuous effectivity of Memorandum Circular No. 86, s. 2021, as amended, on compliance with health protocols in the workplace, and the conditions therein for the reduction of on-site workforce or temporary closure of premises shall continue to be observed under the Alert Level System.

4. For information, guidance and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

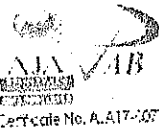
Reference(s):

- (1) Memorandum Circular No. 94, s. 2021 dated January 7, 2022
- (2) Memorandum Circular No. 93, s. 2021 dated December 17, 2021
- (3) Memorandum Circular No. 86, s. 2021 dated May 11, 2021

/AO1



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph



Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 86

**ENSURING COMPLIANCE OF GOVERNMENT AGENCIES AND
INSTRUMENTALITIES WITH HEALTH PROTOCOLS APPLICABLE
TO THEIR WORKPLACES DURING THE STATE OF PUBLIC
HEALTH EMERGENCY, AND FOR OTHER PURPOSES**

WHEREAS, the government must lead by example in the observance of health protocols issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and relevant agencies, which are applicable to workplaces;

WHEREAS, the IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, as amended (Omnibus Guidelines), provides rules applicable to workplaces under every form of community quarantine, including government offices;

WHEREAS, the Civil Service Commission (CSC), the Department of Health, and the Department of Labor and Employment issued Joint Memorandum Circular No. 1 (s. 2020), providing for the Occupational and Health Standards (OSH) for the Public Sector, which requires heads of government agencies to provide a workplace that is free from hazardous conditions, ensure compliance with the OSH, and create a Safety and Health Committee, among others;

WHEREAS, the CSC issued Memorandum Circular No. 10 (s. 2020), as amended by Memorandum Circular No. 18 (s. 2020), providing for the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic;

WHEREAS, there is a need to monitor compliance with health protocols in the workplaces of all government agencies and instrumentalities, to mitigate and suppress the spread of COVID-19 in the said areas while ensuring the continuous delivery of public services;

NOW, THEREFORE, the following are hereby ordered:

Section 1. Role of Heads of Agencies and their Safety and Health Committees. The heads of all government agencies and instrumentalities of the executive branch, including government-owned or-controlled corporations (GOCCs), shall empower and mobilize their respective Safety and Health Committees to strictly enforce and monitor compliance with all health protocols in their respective workplaces. Accountability for ensuring observance of such protocols shall rest jointly with such heads of agencies and the Committees.

Section 2. Role of Employees' Associations. To further strengthen the observance of health protocols in the workplace, agencies and instrumentalities of the executive branch are enjoined to encourage the active participation of employees' associations in their respective workplaces to ensure prompt communication and wider compliance.

Section 3. Temporary Closure of Premises. In all cases, the temporary closure of premises shall be regarded as an extreme measure, reserved for situations where the spread of COVID-19 in the workplace has become overwhelming and unmanageable. Such closures shall be governed by the following rules:

- a. The head of an agency or instrumentality considering to temporarily close its main or central office shall submit to the head of the department exercising control or supervision over it, or to which it is attached, a request for clearance to shut down such premises. The request shall state the proposed duration of such measure and must be supported by verified data and other documentation which the department head deems fit to require. No closure shall be implemented until such clearance is obtained from the head of the department.
- b. The temporary closure of branches, and regional or field offices, can be decided by the head of the concerned department, agency or instrumentality. In the case of agencies or instrumentalities, they shall notify the head of the department exercising control or supervision over them, or to which they are attached, of the temporary closure and the measures adopted to ensure continuous and uninterrupted delivery of public service. This is without prejudice to the discretion of the department head to require prior clearance from his or her office before implementation of the temporary closure.
- c. Agencies or instrumentalities not under the control or supervision of or attached to any department, as well as departments considering temporary closure of their main or central offices, shall submit their request for clearance to the Office of the President. The heads of these departments and agencies can also act upon requests for closure of their branches, and field or regional offices, subject to the submission by such heads of the same requirements stated in (b) above, to the Office of the President.
- d. Temporary closures merely to conduct disinfection of premises shall not be allowed. Such activity shall be undertaken after office hours or on weekends.

Section 4. Administrative Sanctions for Violations. Any violation of or failure to implement this Circular, including misrepresentation as to the data in support of the request for clearance under Section 3 hereof, shall subject the head of agency and the responsible members of the Safety and Health Committee to administrative sanctions.

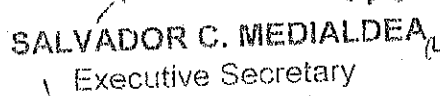
Section 5. Application to other agencies. The offices of the legislative and judicial branches of government, independent constitutional commissions and bodies, and local government units are strongly urged to adopt the applicable provisions of this Circular.

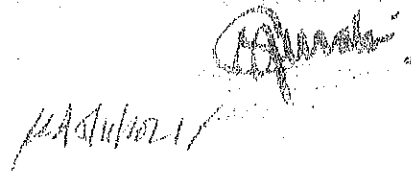
Section 6. Repeal. Section 3 of Memorandum Circular No. 85 (s. 2021), and all other rules and regulations or parts thereof which are inconsistent with the provisions of this Circular are hereby repealed, amended or modified accordingly.

Section 7. Effectivity. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 11th day of May, in the Year of our Lord Two Thousand and Twenty-one.

By Authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary



MEMORANDUM CIRCULAR NO. 93

**REQUIRED ON-SITE WORKFORCE IN GOVERNMENT AGENCIES
AND INSTRUMENTALITIES UNDER THE ALERT LEVEL SYSTEM**

WHEREAS, Article II, Section 15 of the Constitution declared it a policy of the State to protect and promote the right to health of the people;

WHEREAS, the IATF, through Resolution No. 146-F (s. 2021) dated 28 October 2021, recommended to the Office of the President the adoption of the Alert Level System for all areas of the Philippines, through a phased nationwide rollout;

WHEREAS, the President, through Executive Order No. 151 approved the nationwide implementation of the Alert Level System and the adoption of the "Guidelines on the Implementation of Alert Level System for COVID-19 Response in Pilot Areas" (Alert Level System Guidelines);

WHEREAS, the Alert Level System Guidelines provides that government agencies and instrumentalities shall remain to be fully operational and shall adhere to the required on-site workforce depending on the alert level, with those assigned to work off-site subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the Civil Service Commission;

WHEREAS, there are reports that some government agencies and instrumentalities have such a small proportion of their total workforce on-site that the delivery of public service suffers as a result;

WHEREAS, there is a need to balance health considerations and the continuous delivery of public services, regardless of the alert level system prevailing in a particular area;

NOW THEREFORE, the following are hereby ordered:

Section 1. Government remains in full operation. Government agencies and instrumentalities shall remain fully operational regardless of the alert level of the area where they are located, but subject to the following required on-site workforce as prescribed in the Alert Level System Guidelines, while applying work from home and other flexible work arrangements:

- a. Alert Level 5 Skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other

- b. Alert Level 4 at least 40% on-site workforce
- c. Alert Level 3 at least 60% on-site workforce
- d. Alert Level 2 at least 80% on-site workforce

Section 2. Authority to increase on-site workforce. The heads of all agencies and instrumentalities of the executive branch, including government-owned or -controlled corporations (GOCCs), may increase the on-site workforce of their offices beyond the minimum provided above.

Department secretaries may require heads of agencies over which they have control or supervision, or which are attached to their departments, to implement a larger on-site workforce should the one set by the agency head be insufficient for the delivery of services, as determined by the department secretary.

Agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, shall require an on-site workforce that is larger than the minimum provided above, as may be necessary to deliver their mandates.

In all cases, the requirement on on-site workforce shall be subject to social distancing requirements and other minimum public health standards.

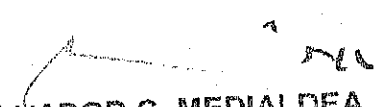
Section 3. Continuous effectivity of Memorandum Circular (MC) No. 86 (s. 2021). The provisions of MC No. 86 (s. 2021) on compliance with health protocols in the workplace, and the conditions therein for the temporary closure of premises of government agencies and instrumentalities, shall continue to be observed under the Alert Level System.

Section 4. Application to other agencies. The offices of the legislative and judicial branches of government, independent constitutional commissions and bodies, and local government units are strongly urged to adopt the provisions of this Circular.

Section 5. Effectivity. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 17th day of December, in the Year of our Lord Two Thousand and Twenty-one.

By Authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary

Office of the President
MALACANANG PALACE

CERTIFIED COPY

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 94

PROVIDING FOR THE REQUIREMENTS AND PROCEDURES FOR REDUCING ON-SITE WORKFORCE IN GOVERNMENT OFFICES BELOW THE MINIMUM SET FORTH UNDER THE ALERT LEVEL SYSTEM, AMENDING FOR THE PURPOSE MEMORANDUM CIRCULAR NO. 86 (S. 2021) AND MEMORANDUM CIRCULAR NO. 93 (s. 2021)

WHEREAS, Article II, Section 15 of the Constitution declared it a policy of the State to protect and promote the right to health of the people;

WHEREAS, the President, through Executive Order No. 151 (s. 2021) approved the nationwide implementation of the Alert Level System and the adoption of the "Guidelines on the Implementation of Alert Levels System for COVID-19 Response in Pilot Areas";

WHEREAS, Memorandum Circular (MC) No 93 (s. 2021) provides for the required on-site workforce in government agencies and instrumentalities under the Alert Level System, and further provides that the provisions of MC No. 86 (s. 2021) on compliance with health protocols in the workplace and temporary closure of premises of government agencies and instrumentalities shall continue to be observed during the implementation of the Alert Level System;

WHEREAS, with the recent surge of COVID-19 cases in the country, there are reports that government offices are finding it difficult to comply with the minimum on-site workforce provided in the Alert Level System and MC No. 93 due to the increasing number of COVID-19 positive cases among their personnel, and the need to observe isolation and quarantine protocols for such personnel and their close contacts;

WHEREAS, there is a need to balance health considerations and the continuous delivery of public services, even in situations where the number of COVID-19 cases suddenly increase;

NOW THEREFORE, the following are hereby ordered:

Section 1. Amendment of MC No. 86 (s. 2021). Section 3 of MC No. 86 (s. 2021) is hereby amended, thus:

Section 3. Reduction of On-site Workforce and Temporary Closure of Premises. In all cases, the reduction of on-site workforce below the minimum provided in the Alert Level System and the temporary

become overwhelming and unmanageable. Such reduction of on-site workforce and closures shall be governed by the following rules:

- a. The head of an agency or instrumentality considering to reduce its on-site workforce in, or to temporarily close, its main or central office shall submit to the head of the department exercising control or supervision over it, or to which it is attached, a request for clearance to do so. The request shall state the proposed duration of such measure and must be supported by verified data and other documentation which the department head deems fit to require. No reduction of on-site workforce or closure shall be implemented until such clearance is obtained from the head of the department.
- b. The reduction of on-site workforce in, or temporary closure of, branches, and regional or field offices, can be decided by the head of the concerned department, agency or instrumentality. In the case of agencies or instrumentalities, they shall notify the head of the department exercising control or supervision over them, or to which they are attached, of the reduction of on-site workforce or the temporary closure, and the measures adopted to ensure continuous and uninterrupted delivery of public service. This is without prejudice to the discretion of the department head to require prior clearance from his or her office before implementation of such measures.
- c. Agencies or instrumentalities not under the control or supervision of or attached to any department, as well as departments considering the reduction of the on-site workforce in, or the temporary closure of, their main or central offices, shall submit their request for clearance to the Office of the President. The heads of these departments or agencies can also act upon requests for the reduction of on-site workforce in, or temporary closure of, their branches, and field or regional offices, subject to the submission by such heads of the same requirements stated in (b) above, to the Office of the President.
- d. Reduction of on-site workforce or temporary closures merely to conduct disinfection of premises shall not be allowed. Such activity shall be undertaken after office hours or on weekends.
- e. Agencies or instrumentalities implementing the reduction of on-site workforce or temporary closure shall ensure that there will be manned hotlines, on-site or off-site, to respond to the immediate concerns of their respective stakeholders.

Section 2. Amendment of MC No. 93. Section 3 of MC No. 93 is hereby amended, thus:

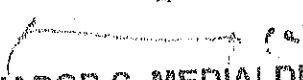
"Section 3. Continuous effectivity of Memorandum Circular (MC) No. 86 (s. 2021). The provisions of MC No. 86 (s. 2021), as amended, on compliance with health protocols in the workplace, and the

shall continue to be observed under the Alert Level System.

Section 3. Effectivity. This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 7th day of January, in the Year of our Lord Two Thousand and Twenty-two.

By Authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary

