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ZENIA G. MOSTOLES, EdD, CESO V
 Schools Division Superintendent

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

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REGIONAL MEMORANDUM

No. 130, s. 2022

DISSEMINATION OF MEMORANDUM CIRCULAR NO. 96, S. 2022
"Required On-Site Work Force in Government Agencies and Instrumentalities Under the Alert Level System"

To : Assistant Regional Director
 Schools Division Superintendents
 Regional Functional Division Chiefs
 Heads of Public Schools and Learning Centers

CORDS SECTION, REGIONAL OFFICE NO. 3
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1. The Office of the President has issued Memorandum Circular No. 96 dated February 28, 2022 (copy attached), entitled, "Required On-Site Work Force in Government Agencies and Instrumentalities Under the Alert Level System," to ensure that government agencies and instrumentalities remain fully operational regardless of the alert level of the area where they are located.
2. The Memorandum Circular asserts that **under Alert Level 1, all agencies and instrumentalities of the government shall adhere to 100% on-site workforce.** This issuance is consistent with the de-escalation of certain areas in the country to Alert Level 1, and the release of an updated Alert Level System Guidelines.
3. Relative to this, the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases approved the placing of the **areas of Angeles City, Aurora, Bataan, Olongapo City, Pampanga and Tarlac under Alert Level 1, while areas of Nueva Ecija and Zambales under Alert Level 2 effective March 1-15, 2022.**
4. Memorandum Circular No. 96 further states that under Alert Level 2, all agencies and instrumentalities must adhere to at least 80% on-site workforce; while under Alert Level 3, at least 60% on-site workforce; under Alert Level 4, at least 40% on-site workforce; and under Alert Level 5, skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of the 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 critical services. It also reiterates the continuous effectivity of Memorandum Circular No. 86, s. 2021, as amended.



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5. The aforesaid issuance is intended to balance health considerations and the continuous delivery of public services, consistent with the updated Alert Level System.
6. Likewise, IATF issued the attached Updated Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response as of February 27, 2022. Below are some of the protocols under Alert Level 1 that should be observed by all officials, teachers and employees of the Region:
 - a. Well-fitted face masks shall be worn properly at all times, whether outdoors or in indoor private or public establishments, including in public transportation by land, air or sea, except when eating and drinking, participating in team and individual sports in venues where ventilation standards can be maintained, and practicing outdoor sports/exercise activities where physical distance can be maintained.
 - b. Agencies and instrumentalities of the government shall likewise adhere to 100% on-site workforce. Off-site work shall be under such work arrangements subject to relevant rules and regulations issued by the Civil Service Commission and the Office of the President.
 - c. Public transportation in areas under Alert Level 1 shall be at full seating capacity. For intrazonal and interzonal travels involving public land transportation between an area with a higher alert level classification and an area under Alert Level 1, the passenger capacity shall be that which has the lower passenger capacity rate between the point of origin and point of destination. The use of acrylic and/or plastic dividers in public transportation shall not be required. The use of the Safe, Swift and Smart Passage (S-PaSS) travel management system shall likewise not be required for interzonal travel to areas under Alert Level 1.
 - d. On contact tracing, the use of health declaration forms / paper-based contact tracing shall not be required for all the agencies and establishments under Alert Level 1. On the other hand, the use of digital contact tracing such as the StaySafe.PH application is optional for all the agencies and establishments.
 - e. On testing prioritization, testing protocols shall be implemented, consistent with national guidelines, for individuals who are

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unvaccinated or have higher exposure risk pursuant to IATF Resolution No. 148-B and No. 149, s. 2021. Testing shall not be recommended for asymptomatic close contacts unless symptoms will develop, and should immediately isolate regardless of test results. Instead, symptom monitoring is recommended.

- f. Testing shall also not be recommended for screening asymptomatic individuals. Meanwhile, testing using antigen tests shall be recommended only for symptomatic individuals and in instances wherein RT-PCR is not available, consistent with previously issued guidelines. Establishments are no longer required to set-up isolation facilities within the workplace.
 - g. On treatment, close contacts, asymptomatic confirmed cases and mild to moderate confirmed cases shall be managed at the primary care level, such as health centers, private clinics thru face to face or teleconsultation, while confirmed cases with severe and critical symptoms shall be managed in the appropriate health care facility.
 - h. For the purpose of claiming sick leave, health benefits or other relevant processes wherein the proofs of COVID-19 management are necessary, a medical certification may suffice provided it should include the following minimum information: name of patient, severity of symptoms, diagnosis as probable or confirmed COVID-19, and date of end of quarantine and/or isolation period.
 - i. Individuals 18 years old and above will be required to present proof of full vaccination before participating in mass gatherings or entry into indoor establishments. Children ages 17 and below shall not be required to present proof of vaccination status.
7. This Memorandum shall take effect March 1, 2022.
 8. For information, guidance and compliance.


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Regional Director

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