

Further, in the adoption and implementation of the SB Resolution 2021-4217, the following are deemed to be observed and for strict compliance:

1. Under CSC MC No. 18, s, 2020 Section 2.1 WORK-FROM-HOME refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside the office. *Therefore:*
  - the department head/unit head shall have a clear schedule of WFH arrangement of his/her staff with respective WFH assignments and shall copy furnish the Municipal Human Resource Management and Development Office (MHRMDO);
  - the department head/unit head shall require an accomplishment report of his/her staff upon resumption from WFH schedule to ascertain that the purpose of the particular AWA is dutifully served;
  - the department head/unit head shall divide the staff into two (2) groups with schedules:
    - o Workforce 1: Monday, Tuesday and Wednesday Morning (8am – 12nn)
    - o Workforce 2: Wednesday Afternoon (1pm –5pm), Thursday and Friday
  - the department head/unit head who adopts and observes a work-from-home arrangement shall be under an "on-call status" and shall be deemed available at all times during office hours;
2. The MDRRM Office shall disinfect all offices through an ultra violet lamp device around 11:00am – 1:00pm. This is to maintain a well sanitized workplace and prevention of covid-19 that may thrive anytime;
3. Plantilla employees are also allowed (if deemed necessary only) to bring their assigned desktop computers, laptops and printers provided that, it is properly coordinated and inventoried by the department head or his/her representative for Property, Plant & Equipment (PPE) ledger/logbook and shall have a proper notification and physical counting upon the return of the same to the office;
4. Those Job Order (JO)-Utility workers under MENRO and the Market Enterprise, shall perform **daily**, in the **morning** only, their duties and responsibilities within their respective areas. However, the department head/unit head shall assign an on-call-personnel among them who will be alternately in-charged and may be called at any time of the day as the need arises. This is to ensure that cleanliness and orderliness is being observed the whole day;
5. The same rules on quarantine shall be applied to the JO/COS employees. However, those who will fall under Ordinance No. 2020-1004-A, section 6.4b will be automatically without pay since they are under "no work - no pay" basis and not entitled to the cumulative leave benefit.
6. As indicated in the CSC revised interim guidelines on AWA in government under CSC Resolution No. 2000912 promulgated on 14 October 2020 and circularized via CSC Memorandum Circular No. 18, s, 2020:

(a). **Rules on supplemental pay** - *employees adopting work-from-home arrangement are not entitled to compensatory overtime credit (COC) or overtime pay; meanwhile, employees assigned as skeleton workforce shall be entitled to compensatory overtime credit (COC) or overtime pay for hours rendered beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days, holidays and special non-working days;*

(b). **Provision for vulnerable workers** - *employees below 21 years old and 60 years old and above as well as those with immunodeficiency, comorbidity, or other health risk, and pregnant women, and those who live in ECQ, MECQ, GCQ, and MGCQ areas shall be under work-from-home arrangement except when their services are indispensable under the circumstances or when office works if permitted. Those living with persons with immunodeficiency, comorbidity, or other*