



MEMORANDUM

TO : ALL REGIONAL EXECUTIVE DIRECTORS
ALL EMB REGIONAL DIRECTORS

FROM : THE UNDERSECRETARY
Field Operations and Environment

SUBJECT : **GUIDANCE ON THE REQUIREMENTS AND PROCEDURES FOR
REDUCING ON-SITE WORKFORCE IN THE GOVERNMENT
OFFICES UNDER THE ALERT LEVEL SYSTEMS AS PROVIDED
IN MEMORANDUM CIRCULARS 2021-93 AND 2022-94**

DATE : JAN 13 2022

Forwarded to your end is the Memorandum Circulars 2021-93 and 2022-94 stipulating the guidance on the on-site workforce in government agencies and instrumentalities under the alert level systems.

Take note that whichever is applicable to your situation, government should remain in full operation. Total closure is prohibited. Also, ensure that any reduction of on-site workforce or any event of temporary closure is approved by the respective head of Office.

FOR GUIDANCE AND COMPLIANCE.


ATTY. JUAN MIGUEL T. CUNA, *CESO I*

Cc: All ASFO
The Director EMB

**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

closure of premises, shall be regarded as extreme measures, reserved for situations where the spread of COVID-19 in the workplace has 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

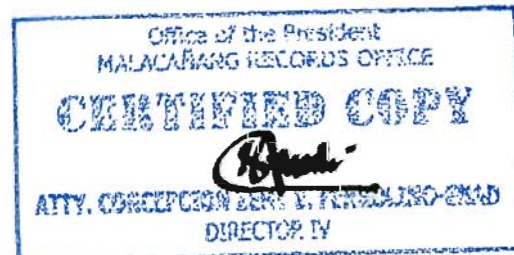
conditions therein for the reduction of on-site workforce or temporary closure of premises of government agencies and instrumentalities, shall continue to be observed under the Alert Level System."

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



**Office of the President
of the Philippines
Malacañang**

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

critical services, in accordance with the relevant rules and regulations issued by the Civil Service Commission.

- 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

