



## **PNU GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS DURING GENERAL COMMUNITY QUARANTINE (GCQ)**

In anticipation of the lifting of the Modified Enhanced Community Quarantine (MECQ) on May 31, 2020, placing the entire Metro Manila under General Community Quarantine (GCQ), the University will have to prepare for the resumption of office work to ensure continued service operations. The University has identified priority deliverables and services in the various offices. The work arrangement is based on the prescribed guidelines in the CSC Memorandum Circular No. 10 s, 2020 on “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.”

The alternative work arrangement applies to all regular, casual, and contract of service administrative employees and University Officials on full release and will take effect on June 1, 2020. The immediate supervisors shall determine the alternative work arrangements applicable to the office staff by taking into consideration factors such as, but not limited to, specific health risks of personnel, nature of work, available transportation arrangement, and place of residence.

### **A. Alternative Work Arrangements**

- 1. Work from Home Arrangement (WFH)** – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.

#### ***1.1 This scheme is applicable to:***

- a. Employees with personal computing device, with internet connectivity, and whose responsibilities and tasks can be accomplished at home;
- b. Senior citizens, pregnant women, PWDs, and other vulnerable employees as certified by the University Medical Officer; and
- c. Employees residing outside Metro Manila with difficulty in daily commuting due to limited public transportation (except for frontline staff who can be accommodated at the Hostel).

#### ***1.2 Parameters:***

- a. The Heads of Offices shall discuss with the staff the nature of work from home. The arrangement may be allowed for the following tasks: research, policy formulation, report preparation, data encoding/processing, recording, interpretation of financial records and reports, computer programming, database maintenance, preparation of information materials, sending/receiving e-mails, HR tasks e.g. computation of leave credits, and other analogous tasks which require the use of computer and internet.
- b. Employees under this work arrangement shall make themselves available and keep their communication lines open during the work hours that they are at home. They should be given tasks to be performed to the full extent possible in terms of official work days.



- c. Employees may use and manage their own resources such as IT equipment and other computing devices. Reasonable expenses incurred in the use of supplies crucial to delivery of output may be defrayed by the University and/or available supplies may be provided, subject to accounting and auditing rules and regulations. (A separate guidelines on communication load will be released).
- d. The University will adopt flexible ruling on lending resources to employees only for this period of GCQ. Heads of Offices may lend available computing devices within their domain to their staff, subject to a monitoring and accountability report using the Borrower's Form to be accomplished by the staff.
- e. Employees grouped in this scheme must observe "Confidentiality of Information, data encryptions, etc. and to ensure protection of data used and processed" pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.
- f. Employees under this work scheme must accomplish Form 2 and Form 3 to be submitted to their immediate supervisor.

**2. Report as part of Skeleton Workforce (SWF)** – refers to a work arrangement where a minimum number of employees are required in the office to render service when full staffing is not possible.

***2.1 This scheme is applicable to:***

- a. Employees in the frontline offices and/or as determined by the immediate heads whose functions and deliverables are priority;
- b. Employees who are not in the frontline services but will be required to report in the exigency of service; and
- c. Frontline staff residing outside Metro Manila who will be provided free quarters/housing accommodations at the PNU Hostel/Dormitory.

***2.2 Parameters:***

- a. Employees who are not classified as PWDs, senior citizens, pregnant women, and other vulnerable group may be required to be part of the skeleton force. The University Medical Officer will certify those who belong to the vulnerable group who are exempted from the SWF except when their services are indispensable under the circumstances or when office work is permitted.
- b. The prescribed work schedule is "four-day workweek" from Monday to Friday, except Wednesday, with a flexi-time time of 7:00 am to 4:00 pm, provided the six (6) core working hours must be rendered, exclusive of noon break.
- c. Rotational work schedule is also required in this scheme with 15-day duration for every set and/or group of skeleton staff such as the 1<sup>st</sup> group to report from Day 1-15 and the second group to report from Day 16-30 of the month.
- d. The Heads of Offices may also adopt other alternative rotational work schedule that are deemed applicable to the functions of the staff. For offices with only one (1) assigned staff, it is up to the Head of the Office to exercise discretion in



setting the work schedule. After completing a 15-day rotational schedule, the staff will be assigned to WFH arrangement. The purpose of the rotational schedule is to limit the number of people in the workplace. Schedule of the staff should be indicated in Form 1.

- e. Transportation arrangement will be made within Metro Manila only in coordination with FMSS if public transportation is still limited in some areas and subject to the availability of drivers and vehicles of the University.
- f. Skeleton workforce will have an option to stay in the PNU Hostel or dormitory rooms. The Directors of Units shall coordinate with the Dorm Manager for reservation, subject to approval of the Director of Auxiliary Services. Those residing outside Metro Manila will be given priority to avoid frequent travelling of the employees and as precautionary measures of the University.
- g. Skeleton workforce shall be entitled to hazard pay, subject to accounting and auditing rules and regulations.

## **B. Required Forms for Work Scheme, Commitment, and Monitoring Reports**

To comply with the required alternative work arrangement, please be guided by the following instructions on how to accomplish and when to submit the attached forms:

### **1. OFFICE MONTHLY WORKPLAN AND MONITORING FORM (Form 1)**

- a. The Head of Office will accomplish Form 1, from Column 1 up to the “Deliverables/Outputs” column only.
- b. The duly accomplished form shall be submitted by the Heads/Associate Deans to their Directors/Deans for proper consolidation and endorsement to their respective Vice Presidents **before the applicable month**, copy furnished to the HRMDS.
- c. The monitoring part or the data for column “% of Accomplishment” must be accomplished by the Heads of offices and to be submitted to their Directors/Deans every Monday of the following week.

### **2. INDIVIDUAL COMMITMENT FORM (Form 2)**

This form should be accomplished by the staff and submitted to their Heads for approval **before the applicable month**. This should be attached to the Office Monthly Work Plan (Form 1).

### **3. INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT (Form 3)**

This form should be accomplished by the staff every end of the week and submitted to their respective Heads for approval. The duly approved accomplishment report should be attached to their Monthly DTR for submission to HRMDS every end of the month.



### **C. Coverage**

The alternative work arrangements shall be adopted only for the duration of the general community quarantine (GCQ). These guidelines will cover only the administrative employees, whether regular, casual, or contract of service, and University Officials on full release. Alternative Work Arrangements for regular faculty members with full time teaching and those with non-teaching loads will be released separately upon finalization of the transition plan. The University shall likewise issue separate guidelines on the Prevention and Control of COVID-19 during GCQ and beyond.



**Form 1**  
**OFFICE MONTHLY WORKPLAN AND MONITORING FORM**

Domain: \_\_\_\_\_ Unit: \_\_\_\_\_ Inclusive dates: \_\_\_\_\_

Name of personnel	Position	Health condition	Applicable AWA (WFH/SWF)	Schedule (Inclusive Dates)	Assigned Tasks/ Activities	Deliverables/ Outputs	Percentage (%) of accomplishment	Remarks
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
Submitted by:			Recommending approval:			Approved by:		
_____ Unit Head/Assoc Dean/Director			_____ Director/Dean			_____ Vice President		



**Form 2**

**INDIVIDUAL COMMITMENT FORM**

I, (Name of staff), (Position) of the (Unit), commit to deliver the following specific tasks for the period \_\_\_\_\_.

**Specific Tasks/Deliverables:**

- 1.
- 2.
- 3.
- 4.

Submitted by:

\_\_\_\_\_

Printed name and signature

Approved by:

\_\_\_\_\_

Immediate Supervisor



**Form 3**

**INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT**

Name of Personnel: \_\_\_\_\_ Position: \_\_\_\_\_

Unit: \_\_\_\_\_ Inclusive dates: \_\_\_\_\_

**Actual Accomplishments/Outputs**

- 1.
- 2.
- 3.
- 4.

This is to certify that the abovementioned accomplishments were duly completed by the undersigned.

\_\_\_\_\_  
Printed name and signature

Conforme:

\_\_\_\_\_  
Immediate Supervisor



## **EQUIPMENT BORROWER'S FORM**

<b>Name:</b>
<b>Position:</b>
<b>Office:</b>
<b>Purpose:</b>
<b>Inclusive dates:</b>
<b>Type of equipment/Brand/Property No.:</b>
<b>Commitment:</b>  <p><b>I will be accountable for any damage incurred in the equipment and will return the equipment promptly and in the same working condition it was borrowed.</b></p>  <p>_____</p> <p><b>Signature</b></p>
<b>Approved by:</b>    <p>_____</p> <p><b>Name and signature of Unit Head</b></p>