



Republic of the Philippines
Province of Laguna
MUNICIPALITY OF LOS BAÑOS

Special Science and Nature City

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Hall, National Highway, Brgy. Timugan,
Los Baños, Laguna 4030 Philippines
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**EXCERPTS FROM THE MINUTES OF THE TWELFTH (12TH) REGULAR SESSION
OF THE SANGGUNIANG BAYAN HELD ON MARCH 23, 2020 AT THE
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY.
TIMUGAN, LOS BAÑOS, LAGUNA.**


Present : Vice Mayor Antonio L. Kalaw, Presiding Officer
S.B. Member Miko C. Pelegrina
S.B. Member Janos S. Lapid
S.B. Member Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
S.B. Member Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
S.B. Member Jozylyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida
Ms. Jellyn S. De Una, LLSA II

Absent : S.B. Member Josephine S. Evangelista (O.B)
S.B. Member Mike Dexter A. Concio (O.B)
S.B. Member Arlene P. delos Santos, Liga President (O.B)

Visitors : None

RESOLUTION NO. 2020-72

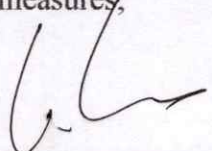

**RESOLUTION ADOPTING THE COMMISSION ON AUDIT AND THE
DEPARTMENT OF BUDGET AND MANAGEMENT JOINT CIRCULAR NO. 1 SERIES
OF 2020 DATED MARCH 19, 2020, " INTERIM GUIDELINES GOVERNING
CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS IN
GOVERNMENT FOR THE DURATION OF THE STATE OF CALAMITY AND
COMMUNITY QUARANTINE DUE TO THE CORONA VIRUS DISEASE (COVID-
19)."**

Author : 
Councilor Miko C. Pelegrina

WHEREAS, the Office of the President issued Proclamation No. 929, S. 2020 and Memorandum Circular (OPMC) dated March 16, 2020, declaring the country under the State of Calamity and placing the entire Luzon including the National Capital Region (NCR) under Enhanced Community Quarantine for the period from 12 a.m. of March 17, 2020 until 12 a.m. of April 13, 2020;

WHEREAS, simultaneously, a number of Local Government Units (LGUs) have implemented Community Quarantine in their respective jurisdictions for the same period;

WHEREAS, in the said issuances government agencies except the Philippine National Police (PNP), Armed Forces of the Philippines (AFP), Philippine Coast Guard (PCG), emergency frontline services, border control and other critical services, as well as private sector employees are enjoined to adopt work-from-home arrangement, create skeletal workforce and implement stringent social distancing measures;

WHEREAS, as government agencies have begun adopting alternative work arrangements for this situation, there is a need to integrate COS and JO workers' work schedule and their welfare in the internal guidelines of government agencies that are engaging their services;

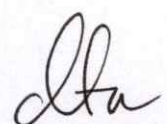
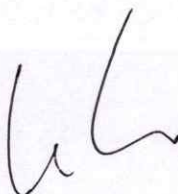
NOW THEREFORE, on motion of Councilor Miko C. Pelegrina duly seconded by Councilor Janos S. Lapiz and concurred by all other members present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA, in session assembled, THAT:

SECTION 1. SCOPE AND COVERAGE. The joint circular shall cover all COS and JO workers whose services are directly engaged by Departments, Bureaus, Offices and Agencies of the National Government, including Constitutional Offices, SUCs, GOCCs, and LWDs for the duration of the State of Calamity and Community Quarantine due to the COVID -19; All COS and JO workers of the Local Government Unit ; Institutional COS workers assigned in government agencies to provide services such as janitorial, security, consultancy and other support services are excluded from the coverage of this Joint Circular;

SECTION 2. GENERAL GUIDELINES.

- 2.1 COS and JO workers, whose services are engaged by agencies located in Luzon, including NCR, under the Enhanced Community Quarantine, may be considered for the following alternative work arrangements only:
 - a. Work from home; and
 - b. Skeletal workforce – for the PNP, AFP, PCG, emergency frontline services, border control, and other critical services in government.
- 2.2 COS and JO workers who will be part of the agency skeletal workforce and will be able to physically report for work during the quarantine period may be granted appropriate additional benefit, as may be authorized by the Office of the President.
- 2.3 COS and JO workers who will be required to work from home shall be paid the corresponding salaries / wages during community quarantine period.
- 2.4 COS and JO workers who will not be required to report for work due to work suspension and those who are not part of the agency skeletal workforce shall be paid their corresponding salaries / wages during community quarantine period as exception to the “no work, no pay” principle for this occasion only.



- 2.5 COS and JO workers shall strictly observe strict social distancing measures in the workplace, i.e., maintaining at least one meter radius, and practice personal hygiene like regular handwashing and proper coughing and sneezing etiquette.

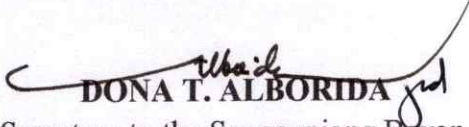
SECTION 3. SUPPORT MECHANISM. Agencies shall ensure that COS and JO workers are provided with support mechanism, such as but not limited to clean workplace, essential provisions / toiletries like hand soap and 70% rubbing alcohol / alcohol-based hand sanitizers in the workplace, health / psycho –social interventions like stress debriefing, and appropriate technologies to minimize face to face or close contact.

SECTION 4. RETROACTIVE APPLICATION. The implementation on the provisions of this Joint Circular shall be retroactive to March 15, 2020 or the date of the beginning of the duration of community quarantine period.

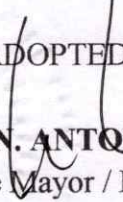
SECTION 5. EFFECTIVITY. This resolution shall take force and effect upon approval.

UNANIMOUSLY APPROVED : March 23, 2020

I HEREBY CERTIFY to the correctness of the above-quoted Resolution.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ADOPTED:


HON. ANTONIO L. KALAW
Vice Mayor / Presiding Officer