

*Orientation on the*  
POLICIES ON  
**FLEXIBLE WORK ARRANGEMENTS**  
IN THE GOVERNMENT

# Work Arrangements in the Public Sector

## LEGAL BASES

### ACT NO. 2657

#### Administrative Code

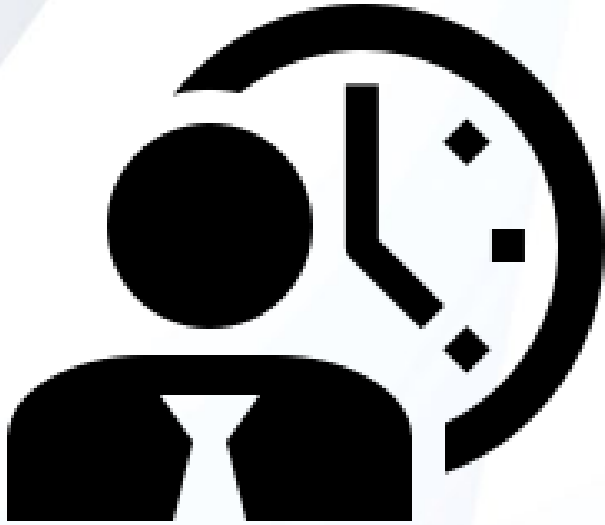
as amended by Act No. 2711,  
and RA No.1880 (*The 40-hour  
Workweek Law*)

### EO NO. 292

#### Administrative Code of 1987

and its implementing Rules  
(Rule XVII of the Omnibus  
Rules implementing Book V  
of EO 292, as amended by  
CSC MC No. 21, s. 1991)

#### Other CSC Issuances on Work Arrangements



# Government Working Hours (WHs)

**a**

## Regular WHs

8:00 a.m. – 12:00 noon

1:00 p.m. – 5:00 p.m.

**b**

## Flexible WHs

7:00 a.m. – 7:00 p.m.

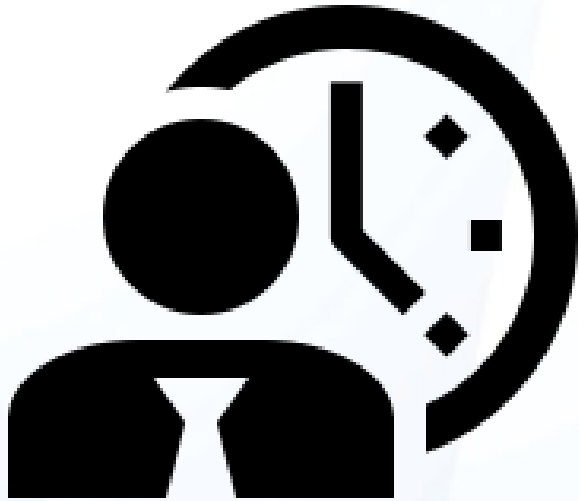
**c**

## Other WHs

a. Shifting

b. Staggered Work

c. Others CSC-approved WHs



# Government Work Schedule



**Regular Working Days**  
Monday to Friday



**Other Working Days**

- a. A combination of any 5 days including Saturday and/or Sunday
- b. 4-day work-week within Monday to Friday
- c. Other Work Arrangements



## **GOVERNMENT WORKING HOURS**

### ***Who are covered?***

**All appointive government officials and employees** are required to report for work during their regular work schedule **except** holidays or work suspension as may be declared by the President or authorized official.



## **Issuances** *(Pre-COVID-19 Pandemic)*

# **Alternative Work Arrangements**



**CSC MC No. 22, s. 2014** re: Adoption of Four-day Workweek Scheme in Government Agencies in Metro Manila



**CSC MC No. 25, s. 2019** re: Revised Guidelines on Flexible Working Hours in the Government (amending CSC Res. No. 89-256 dated April 21, 1989 that implements Sec. 6, Rule VII of the Omnibus Rules implementing Book V of EO 292)



## **Issuances**

*(During COVID-19  
Pandemic)*

# **Alternative Work Arrangements**



**CSC MC No. 7, s. 2020** re: Interim Guidelines on Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922



# Work Arrangements in Government



## HR Initiatives

*(During the emergence  
of COVID-19 Pandemic)*



### CSC Announcement No. 12, 16 March 2020

- a. Work-from-Home
- b. Skeletal Workforce
- c. 4-day/Compressed Workweek
- d. Staggered Work Schedule



### CSC Announcement No. 13, 17 March 2020

- a. Work-from-Home; and
- b. Skeletal Workforce for agencies with frontline services, border patrols, and critical services



# Work Arrangements in Government



## HR Initiatives

*(During the emergence of  
COVID-19 Pandemic)*



CSC MC No. 10, s. 2020, disseminating CSC Resolution No. 2000540 **dated 7 May 2020** - Revised Interim Guidelines on Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 (RIGAWA)

# Work Arrangements in Government



## HR Initiatives

*(During the emergence of  
COVID-19 Pandemic)*



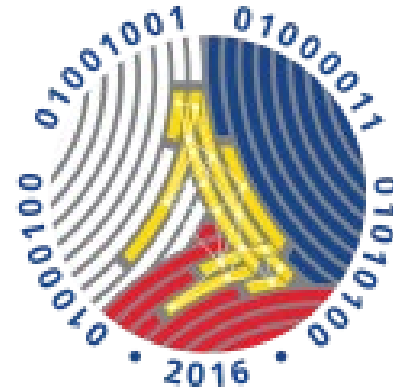
CSC MC No. 18, s. 2020, disseminating CSC Resolution No. 2000912, **dated 14 October 2020**  
- Amendment to the Revised Interim Guidelines on Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 **(ARIGAWA)**



# Collaboration with External Stakeholders



NATIONAL  
PRIVACY  
COMMISSION



DICT  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY



# Policies on Flexible Work Arrangements in the Government

**CSC Resolution No. 2200209, 18 May 2022**

## **Date of Effectivity**

**15 JUNE 2022** or after fifteen (15) days from its publication in the Businessworld on 31 May 2022

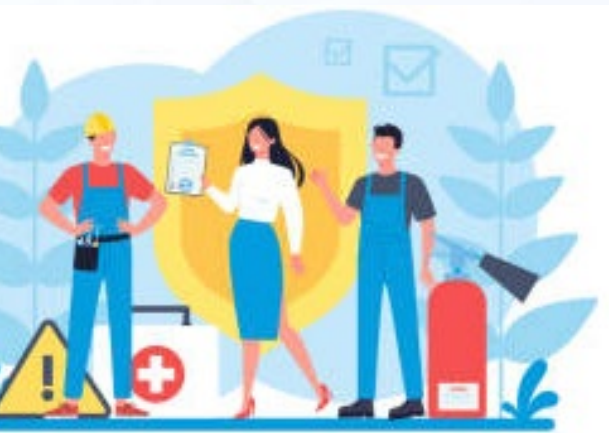


# Policies on Flexible Work Arrangements in the Government

## General Objectives

Institutionalize relevant and appropriate work arrangements

- to ensure efficient and effective performance of governmental functions and delivery of public services, and
- to ensure protection the health, safety, and welfare, of government officials and employees at all times.





## Policies on Flexible Work Arrangements in the Government

## Specific Objectives

- ✓ To ensure protection of the health, safety, and welfare at all times;
- ✓ To ensure that officials and employees achieve the objectives set by the organization, and, in the same way, the organization achieves the objectives that it has set itself in its strategic plan under any circumstance;

- 

# Policies on Flexible Work Arrangements in the Government

## Specific Objectives



- ✓ To boost the morale and enhance the welfare of officials and employees by giving them the opportunity to accomplish their task/s through appropriate work arrangement/s - increasing employee productivity and performance, and allowing work-life balance;



- ✓ To encourage agencies to adopt ICT-enabled work and relevant tasks that can be performed remotely; and



# Policies on Flexible Work Arrangements in the Government

## Specific Objectives

✓ To provide reasonable work arrangement/s to:

- senior citizens
- PWDs
- pregnant and nursing mothers
- immunocompromised individuals or persons with chronic conditions
- those who suffered from accidents affecting mobility but can physically and mentally work



# Policies on Flexible Work Arrangements in the Government



## *Scope and Coverage:*

### A. **Government agencies:**

1. Constitutional Bodies;
2. Departments, Bureaus, and Agencies of the National Government;
3. GOCCs with original charters;
4. SUCs; and
5. LGUs;

# Policies on Flexible Work Arrangements in the Government

## Who Are Covered?



### *Scope and Coverage:*

- B. All **appointive** government officials and employees of the above-mentioned agencies, regardless of status of appointment (**permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term**)

# Policies on Flexible Work Arrangements in the Government



## *Scope and Coverage:*

### C. JOS and COS

The Department of Budget and Management (DBM) and/or the Commission on Audit (COA) may formulate a **parallel issuance** on the matter for contract of service (COS) and job order (JO) workers in government, **taking into consideration the same parameters** set forth in the Policies.

# **POLL QUESTION No. 1**

**Are elective officials covered  
by the policies on FWA?**

**YES or NO**



# FLEXIBLE WORK ARRANGEMENTS (FWA)

Government agencies **may adopt** any of the following FWA:

01

FLEXIPLACE;

02

COMPRESSED WORKWEEK;

03

SKELETON WORKFORCE;

04

WORK SHIFTING;

05

FLEXITIME; AND

06

OTHER FLEXIBLE WORK ARRANGEMENTS





# Flexible Work Arrangements



01

## FLEXIPLACE

is an **output-oriented** work arrangement that **authorizes** officials or employees to render service at a location **away from their office**, either in the:



home/residence  
of the official or  
employee,



agency satellite  
office, or



another fixed  
place,

on a **temporary basis** duly **approved** by the head of office/agency.



# Flexible Work Arrangements



## 3 Types of Flexiplace



Work-From-Home



Work from Satellite Office



Work from Another Fixed Place

# Flexible Work Arrangements



## 3 Types of Flexiplace

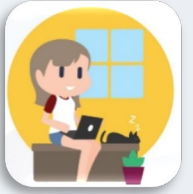


### Work-From-Home

work at home or their residence

# Flexible Work Arrangements

## 3 Types of Flexiplace

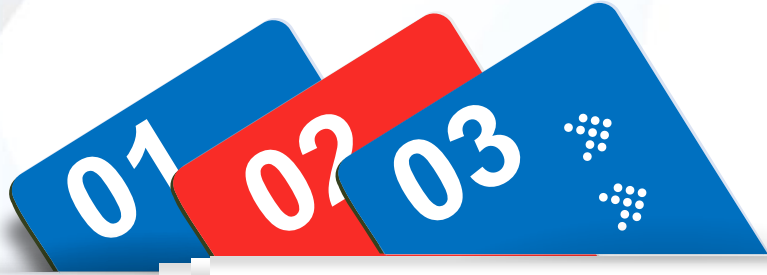


### Work from Satellite Office

instead of reporting to their office,  
report for work at their agency  
satellite office near their place of  
residence (e.g., central/other  
regional office/ field office)

# Flexible Work Arrangements

## 3 Types of Flexiplace



### Work From Another Fixed Place

render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office.

# Flexible Work Arrangements

## CONDITIONS FOR FLEXIPLACE

1

**REGULAR** - regular and **recurring** basis and for a **period agreed upon with the supervisor** and duly approved by the head of agency/office

2

**SITUATIONAL** - for **ad-hoc task/s** or assignment/s that require/s **short period of time or project-based** e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances

3

**MEDICAL** - for those who are **recuperating from a medical condition**

- Duration shall be based on the recommendation of the attending physician.
- Request for flexiplace shall be supported by the medical records

# Flexible Work Arrangements

02

## COMPRESSED WORKWEEK

- the forty (40) hours workweek for five (5) days is **compressed to four (4) days or less**, as may be applicable.



# Flexible Work Arrangements



03

## SKELETON WORKFORCE

- a **minimum number** is **required to man the office** to render service when full staffing is not possible.



# Flexible Work Arrangements



04

## WORK SHIFTING

- Applicable to offices/ agencies that observe work shifting or flexible working time.
- Staggered working hours refers to the **existing 24/7 shifting schedule and the flexible working time schedule.**

# Flexible Work Arrangements

05

## FLEXITIME

**Adopt flexible time from 7:00 AM to 7:00 PM on a daily basis** provided that the required forty (40) hours workweek is complied with.



# Flexible Work Arrangements



06

## OTHER FLEXIBLE WORK ARRANGEMENTS

- agencies may adopt a **combination of any** of the above FWA appropriate or applicable to the mandate/functions of the agency.

# POLL QUESTION No. 2

What are the 3 types of Flexiplace?

- a. *Work-From-Home, Work from Satellite Office, Work from Another Fixed Place*
- b. *Regular, Situational, Medical*
- c. *Skeleton Workforce, Compressed Workweek, Flexitime*
- d. *All of the above*
- e. *None of the above*



# General Requirements of FWA:



Officials/employees shall render work from **8:00 AM to 12:00 PM** and from **1:00 PM to 5:00 PM** on all days except Saturdays, Sundays, and Holidays;



**Agencies shall ensure continuous delivery of services from 8:00 AM to 5:00 PM**, including lunch break, throughout the workweek;

# General Requirements of FWA:



**Agencies shall formulate internal guidelines** on the FWA they have adopted and implemented, which are appropriate/applicable to their mandate and functions;



The internal guidelines shall include tasks that may be allowed to be accomplished outside the office and **other protocols** such as health emergency plans to prevent the spread of infectious diseases





# Parameters in the Implementation of WFH



Research

Evaluation and formulation of  
accounting, auditing and  
management control systems

Recording, examination and  
interpretation of financial records  
and reports

Budget planning and forecasting

**ALLOWED  
WFH TASKS**

Policy  
formulation/review/amendment

Project work, including but not limited  
to, drafting of proposals/  
project studies/training modules

Data encoding/processing

Adjudication of cases or review of  
cases, including legal work



# Parameters in the Implementation of WFH



Sending/receiving e-mail

Preparation of information materials

Computer programming

Database maintenance

HR tasks e.g. computation of leave credits, preparation of payroll etc., as the case maybe

ALLOWED  
WFH TASKS

Design work/drafting of drawing plans

Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or management.

# General Requirements of FWA:



Agencies shall incorporate in their **Public Service Continuity Plan (PSCP)** the adoption of FWA;

PSCP is an **all-hazard plan** to ensure **continuous delivery** of services to the public **amidst any disruption**. It works by highlighting internal capacities, recovery requirements, and strategies to minimize damage and loss to essential processes, ensure succession of leadership, and improve continuity capabilities of all government entities.



# General Requirements of FWA:



Employees under FWA shall be entitled to **Compensatory Overtime Credit/ Overtime Pay** if they physically reported for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week;



**Agencies shall adopt performance standards and timelines** in accordance with EODB, in consonance with the approved OPCR/DPCR/IPCR to guide government officials and employees in the performance of their assigned task/s.



## Illustrative Example of Performance Standards

Function/Activities	Output	Performance Indicator	Points	Operational Definition
Administrative Concerns	Submission of Plans/Reports	# of plans/reports submitted		Administrative Reports required by the Offices in the Central Office
	Work and Financial Plan		24	
	Annual Procurement Plan		16	
	Project Procurement Management Plan		16	
	Year-end Report (office accomplishment)		16	
	Performance Contracts		16	
	Monthly Accomplishment Report		8	
	Inventory Report		8	
Policy and Systems Review, Enhancement and Formulation	Concept Paper	# of concept papers approved by the Commission	24	Proposals of new actions to take. Paper includes discussion on the need or problem statement, objectives and possible solutions or methods for implementation
	Research Proposal	# of research proposal approved by the Commission	24	Proposals to conduct researches/studies/projects approved by the Commission
	Research Studies	# of research reports/studies submitted to the Commission	40	Researches and studies conducted for policy formulation, program/project/systems development, or simply for decision making.

# Illustrative Example of Performance Standards

Function/Activities	Output	Performance Indicator	Points	Operational Definition
Policy and Systems Review, Enhancement and Formulation	Policy Guidelines	# of policies/guidelines approved by the Commission	16	Policy/Guidelines approved by the Commission in a form of a Resolution, Office memorandum or Memorandum Circular
Opinion and Rulings	Opinion and ruling rendered	# of opinion and rulings rendered		Written comments/views in response to a query or recruits signed by the Head/Commission - - Queries with precedent - Queries with further research
	Simple		5	
	Complex		10	
Project/Program Development/Implementation, review and Monitoring	Project/Program Proposals	# of project/program proposals approved by the Commission	24	Proposals for new project/program approved by the Commission
	Program Enhancement Proposals	# of program enhancement proposals approved by the Commission	24	Proposals for enhancement/improvement of existing programs approved by the Commission
	Project Development	# of project/program development reports submitted	40	Project/Program development with pilot implementation but not yet considered as a major program of the Commission. This includes program development for enhancement of existing programs. Outputs are rated through submission of a Final Project/Program Development, Report to the Commission.
	Project/Program Evaluation	# of project/program evaluation reports submitted	24	Evaluation Report on the implementation/development of projects or programs submitted by the Commission.

## Illustrative Example of Performance Standards

Function/Activities	Output	Performance Indicator	Points	Operational Definition
	Project/Program	# of	24	Implementation/Monitoring
	Implementation/Monitoring	implementation/monitoring		Report on programs/projects
		reports submitted		being implemented by the Commission. Reports to be prepared periodically and by area/unit (Semestral, Quarterly, Monthly/yearly, central, Regional)



# General Requirements of FWA:



**Failure to accomplish the assigned task/s** within the timelines set by the agency may be a **ground to deny subsequent requests** of employees for flexiplace work arrangement.



Agencies shall adopt a **monitoring mechanism**;



Agencies shall adopt the **use of videoconferencing/ teleconferencing**;



# Civil Service Commission

IBP Road, Batasan Hills, Quezon City

OFFICE OF THE ASSISTANT COMMISSIONER FOR SPECIAL CONCERNS

## Work-from-Home (WFH) Accomplishment Report

for the period \_\_\_\_\_

Date	Task/Activity	Requestor / Office	Status		Remarks***
			Ongoing*	Completed**	

**Note:** Accomplished WFH Report shall be submitted to the Immediate Supervisor on or before EOD of each working week

\*indicate date started

\*\*indicate date of Completion

\*\*\* for ONGOING tasks/activity kindly indicate the reason/s for the delay or non-completion

Submitted by:		Noted:
_____ Employee	_____ Date	_____ Immediate Supervisor

# General Requirements of FWA:



Agencies shall adopt security measures to ensure **confidentiality**, integrity, and availability of official documents and other relevant information. **Personal data** shall be processed by the employees pursuant to RA No. 10173 or **the Data Privacy Act of 2012**.



Agencies are encouraged to use the **Philippine National Public Key Infrastructure (PNPKI)** of the Department of Information, Communications and Technology



# General Requirements of FWA:



Online government transactions must be implemented in accordance with **COA Circular No. 2021-006** - *Guidelines on the use of Electronic Documents , Electronic Signatures, and Digital Signatures in Government Transactions.*





# Parameters in the Implementation of FWA

## 1. Flexiplace:

### A. WORK-FROM-HOME:

May be adopted **anytime**,  
subject to **mutually agreed arrangements between**  
**the officials/employees and their supervisor;**  
**shall** apply to those whose assigned task/s  
can be accomplished outside the office.





## A. WORK-FROM-HOME:



**2. May be extended** to those **whose task/s cannot be accomplished at the office**, satellite office, or another fixed place under the following situations:

- emergence of a national or local outbreak of a severe infection disease and/or occurrence of natural or man-made calamities; and
- place of assignment is within 1 km radius from:
  - facilities where infected/suspected patients and public health workers and other frontline workers are regularly exposed to infectious diseases; and
  - calamity stricken area





## A. WORK-FROM-HOME:



**\*When can an official/employee on WFH be considered on **excused absence?****

- when an agency has not assigned any other task/s to the concerned officials and employees who were not able to produce outputs during the emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities



## A. WORK-FROM-HOME:



3. Tasks assigned should be performed to the full extent possible in terms of workhours and workdays per workweek.



4. Employees under WFH arrangement are not entitled to **Compensatory Overtime Credit/Overtime Pay**



# Parameters in the Implementation of FWA

## 1. Flexiplace:

### B. WORK FROM SATELLITE OFFICE:

1. Shall apply to those whose task/s can be accomplished outside the office but may need equipment/facilities that are available in the nearest satellite office

Requires approval from their immediate supervisor or next higher officer in order that workload arrangement costs incurred by the satellite office may be properly coordinated



## B. WORK FROM SATTELITE OFFICE:



### 2. May be allowed:

- when officials or employees **cannot** report for **work due to natural or man-made calamities** except when WFH is required by the Office of the President or proper authorities;
- to those who are **stranded** due to quarantine protocols, unavailability of transportation or inaccessible road may be allowed to work at agency satellite offices.



### 3. Shall still **comply with the prescribed working hours of 40 hours per workweek**



# Parameters in the Implementation of FWA



## 1. Flexiplace:

### C. WORK FROM ANOTHER FIXED PLACE:

1. **Shall** apply to those **whose task/s can be accomplished outside the office**, at a place conducive for productive and efficient performance of official duties and responsibilities, **other than their home, residence, or satellite office.**

**Requires approval** from their immediate supervisor or next higher officer.



## **C. WORK FROM ANOTHER FIXED PLACE:**



### **2. May apply to:**

- **Officials/employees whose task/s cannot be accomplished outside the office and are stranded at a place away from their home or satellite office;**
- **Provided that the agency has assigned alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved OPCR/DPCR/IPCR and existing CSC rules;**





## C. WORK FROM ANOTHER FIXED PLACE:

3. **May also be applied** to those who are **stranded** due to quarantine protocols, unavailability of transportation, or inaccessible road subject to existing CSC rules.



4. **Task/s assigned** to government officials or employees should be performed to the **full extent possible** in terms of workhours and workdays per workweek.
5. Agency takes full responsibility on the grant of WFAFP and verification of employees entitlement.
6. Employees under WFAFP arrangement are **not entitled to Compensatory Overtime Credit/Overtime Pay.**



# POLL QUESTION No. 3

Under what type of Flexiplace work arrangement is an employee entitled to Compensatory Overtime Credit/Overtime Pay?

- a. Work-From-Home*
- b. Work from Satellite Office*
- c. Work from Another Fixed Place*
- d. All of the above*
- e. None of the above*





# Parameters in the Implementation of FWA

## 2. Compressed Workweek:



May be allowed to those:

- A. whose task/s or portions thereof cannot be accomplished outside the office, particularly those on skeleton workforce observing the **four (4)-day workweek**, and
- B. identified by the agency/office head necessary for the continued operation of the office in order not to prejudice public service delivery.

## 2. Compressed Workweek:



### Workweek options:

- Monday to Thursday, Tuesday to Friday,
- Monday to Tuesday, and Thursday to Friday, or
- a combination of workdays **less than the prescribed five (5)-day workweek** provided that public service delivery shall not be prejudiced during the whole workweek **(Monday to Friday)**.





# Parameters in the Implementation of FWA

## 3. Skeleton Workforce:



Skeleton Workforce (SWF) **may be adopted**, only when full staffing is not possible;



Shall **comply** with the normal working hours of not less than eight hours a day for five days a week or a total **of forty (40) hours a week exclusive of time for lunch**;



### 3. Skeleton Workforce:



If this work arrangement is adopted in combination with other flexible work arrangements, the required working hours thereof shall be complied with.



The **total number** to make up the skeleton workforce shall be **determined by the head of agency**; and





### 3. Skeleton Workforce:



Those who **failed to report to office onsite** on their assigned working days shall be considered **absent either as:**

- ✓ **authorized or unauthorized vacation leave, or**
- ✓ **sick leave of absence if medical certificate is presented**



# Parameters in the Implementation of FWA



## 4. Work Shifting



Shall apply to agencies **mandated by law to operate 24-hour** continuous service delivery on a daily basis



May also apply to those **required to observe workplace health and safety protocols** during the emergence of any infectious disease, and those agencies affected by natural or man-made calamities



## 4. Work Shifting



Schedule shall be made with **prior consultation** with government officials and employees who are senior citizens, PWDs, pregnant and nursing mothers, and those with health risks



# Parameters in the Implementation of FWA



## 5. Flexitime:



May be adopted provided that they shall render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch



Shall start not earlier than 7:00 AM and end not later than 7:00 PM

## 5. Flexitime:



Officials/employees may choose their time to report for work (time-in) in the morning and time to leave the office (time-out) daily for the duration of the period **subject to the approval of the agency/office head.**

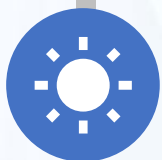
Head of departments, offices, and agencies shall, however, **ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break.**



## 5. Flexitime:



In the exigency of the service, **working days** may also be **altered to include Saturdays and Sundays**; Provided that employees who work on such days may **choose compensatory days-off** during weekdays, provided further that the Saturday and Sunday are regular workdays and not cases of overtime.



Flexitime may be adopted in case the **Daylight-Saving Time** is declared by the proper authorities subject to the provisions on Flexitime of these policies.





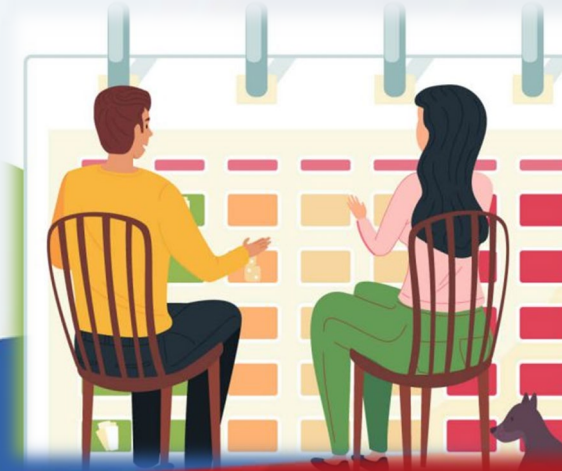
# Parameters in the Implementation of FWA



## 6. Combination of FWA:

Agencies may adopt a combination of any of the FWA that are **appropriate/applicable to the agency mandate/functions** as well as the location of their workplace:

- **Skeleton Workforce and WFH;**
- **Compressed Workweek and WFH;**
- **Work Shifting and WFH;**
- **Combination of the 3 types of flexiplace; or**
- **Other combination of work arrangements.**



# Sample Combinations of FWA

Flexible Work Arrangements	Working Hours
<b>Skeleton Workforce and WFH</b>	<b>Three (3) days in the office and two (2) days WFH at eight (8) hours per day; A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day; provided the forty (40)-hour workweek requirement shall be complied with.</b>
<b>Work Shifting and WFH</b>	<b>Three (3) days Work Shifting in the office and two (2) days WFH at eight (8) hours per day; Agencies may adopt two (2) work shifts in a day, e.g., 7:00 AM -1:00 PM and 1:00 PM – 7:00 PM exclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the required forty (40)-hour workweek.</b>
<b>Compressed Workweek and WFH</b>	<b>A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days; or Two (2) days spent in the office/ field and two (2) days in WFH at ten (10) hours per day Provided that the required forty (40)-hour workweek shall be complied with.</b>

# **POLL QUESTION No. 4**

**When an agency adopts flexitime, the working hours of government officials and employees start earlier than 7:00 AM and end later than 7:00 PM.**

**TRUE or FALSE**



# **SUPPORT MECHANISMS/ EMPLOYEE BENEFITS/ ICT RESOURCES FOR EMPLOYEES**



# SUPPORT MECHANISMS FOR EMPLOYEES



Health/psychosocial interventions



Personal Protective Equipment (PPE)



Transportation facilities and housing quarters for skeletal workforce



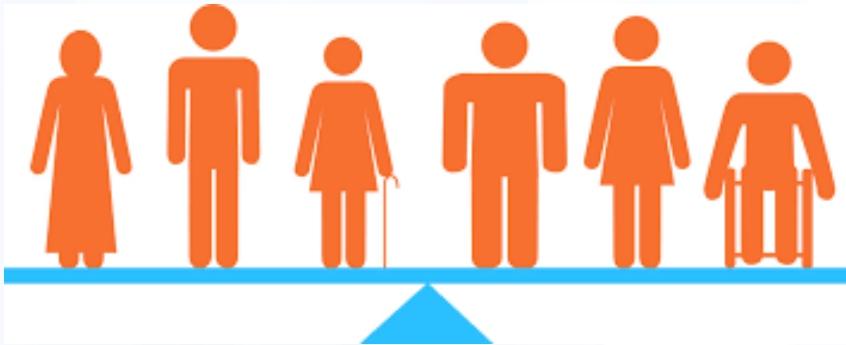
Reasonable expenses incurred during WFH



Other monetary and forms of incentives\*\*

\*\*Subject to budgetary, accounting, and auditing rules and regulations

# EMPLOYEES BENEFITS



## Equal opportunities

- awards,
  - promotions,
  - training, and
  - career development  
(e.g., Information Technology-literacy programs and other related employment considerations),
- 
- regardless of the work arrangement that they have adopted, in consonance with the existing civil service law, rules and regulations



# EMPLOYEES BENEFITS



**Medical benefits** to those who sustained wounds and/or injuries while in the performance of their official duties **regardless of their work arrangement** subject to the conditions under:

- *CSC-DBM Joint Circular No. 1, s. 2006, as amended by CSC-DBM Joint Circular No. 1, s. 2015, and*
- *the agency's Collective Negotiation Agreement with the accredited employees' association.*

# ICT RESOURCES



- Agencies are enjoined to invest on **annual subscriptions to software**;
- **Personal devices and equipment of government officials and employees may be used** if the provision of agency-owned ICT resources is not feasible;
- Agencies shall adopt measures to ensure **protection of government properties** (e.g., office equipment) and provide necessary support

# POLL QUESTION No. 5

When there is a declaration of Daylight-Saving Time by the proper authorities, what Flexible Work Arrangement may be adopted by the agency?

- a. Work-From-Home*
- b. Skeleton Workforce*
- c. Flexitime*
- d. All of the above*
- e. None of the above*





WHAT'S  
NEXT?

- ☐ Agencies shall formulate internal guidelines on Flexible Work Arrangements.
- ☐ Agencies shall disseminate the FWA Internal Guidelines to all its officials and employees.
- ☐ Agencies shall submit a copy of the FWA Internal Guidelines to the CSC RO concerned for records and reference purposes.

Flexibility  
requires  
an open mind  
&  
a welcoming of new  
alternatives.

-Deborah Day-

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# Thank You!

**STAY SAFE**  
**ALWAYS!**