



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

05 July 2022

MEMORANDUM NO. NGY 22 - 74

FOR : Vice Presidents and Secretary of the University
Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/Heads
System Offices Directors/Heads

SUBJECT : **Guidelines on the Implementation of the
Flexible Work Arrangement (FWA) Policy
for the Administrative Staff**

The Civil Service Commission (CSC) previously issued guidelines on the adoption of alternative work arrangements (AWA) for the period of state of public health emergency due to the pandemic, specifically work from home (WFH), skeleton workforce, and compressed workweek. As it continuously reviews Human Resource (HR) policies, systems, and standards, the Commission has initiated then the re-evaluation of the present government work scheme, taking into consideration a number of factors and situations¹.

Consequently, with the goal of preparing, developing, and providing more adaptable and responsive work schemes for government officials and employees despite factors and situations that may arise and impact delivery of services, the Commission is institutionalizing appropriate policies on work arrangements, hence, the transition from AWA to flexible work arrangements (FWA), through [CSC Memorandum Circular \(MC\) No. 06, s.2022](#)².

In summary, the adoption of FWA in the government aims to:

1. Ensure the health, safety, and welfare of the government officials and employees at all times
2. Ensure that government officials and employees achieve the objectives set by the agency, and that the agency per se achieves its objectives under any circumstance
3. Boost morale and enhance the welfare of government officials and employees by allowing them to accomplish their tasks through appropriate

¹ Changing needs and conditions of the workforce, advent of new information communication technologies (ICT), emergence of COVID-19 and other infectious diseases, continuing traffic congestion problems, and the occurrence of natural and man-made calamities

² CSC MC No. 06, s.2022 dated 06 June 2022: Policies on Flexible Work Arrangements in the Government



work arrangements, hence, increasing productivity and performance and supporting work-life balance

4. Encourage agencies to adopt information and communications technology (ICT)-enabled work and tasks that can be done remotely; and
5. Provide reasonable arrangements to groups such as senior citizens, persons with disability (PWDs), pregnant and nursing mothers, immunocompromised or individuals with chronic conditions or who suffered from accidents affecting mobility, but can physically and mentally work.

With the policy to institutionalize FWA outlined by CSC, the University hence highly encourages its heads of offices/units and administrative staff to identify and adopt FWAs that are most appropriate and at the same time, advantageous to both the office/unit and employee. Under MC No. 06, s.2022, CSC has consolidated their existing policies, hence, identified more flexible work options in terms of time/schedule and location. As the adoption of the flexiplace option is largely dependent on the functions of the employee ([Annex A](#)), the other options offering flexibility with time/schedule may be found more appropriate by heads/supervisors and some employees.

A. General Guidelines for Offices/Units

At the office/unit-level, the minimum requirements for the implementation of FWA are as follows:

1. The office/unit shall be operational from Monday to Friday, 8:00 AM to 5:00 PM.
2. Flexitime shall be limited to not earlier than 7:00 AM to not later than 7:00 PM. Those handling frontline services, however, must strictly ensure the delivery of services to their clients from 8:00 AM to 5:00 PM, with 'no noon break' policy to be observed.
3. The adoption of the prescribed flexitime shall be continued:

7:00 AM to 4:00 PM
7:30 AM to 4:30 PM
8:00 AM to 5:00 PM
8:30 AM to 5:30 PM
9:00 AM to 6:00 PM
9:30 AM to 6:30 PM
10:00 AM to 7:00 PM



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4. The Regular Weekly FWA must be determined and plotted, following discussion and agreement between the head of office/unit/supervisor and employee.

The Regular Weekly FWA shall serve as one of the monitoring mechanisms for both the office/unit and the HRDO.

5. The office/unit and/or HRDO shall have the employee accomplish the [Non-Disclosure Undertaking \(NDU\)](#) upon the effectivity of the appointment/contract (for new employees/COS/JO workers). Those who have already filed the NDU are no longer required to accomplish a new undertaking.

Saturdays and Sundays may also be set as work days depending on the employee's nature of work, and also in the exigency of service. This, however, shall be considered as regular workdays, and not an overtime. Those who are adopting WFH and Work from Another Fixed Place are also not entitled to compensatory overtime credit/overtime pay.

B. General Guidelines for Individual Employee

The FWA is a privilege and a non-monetary measure to support employee morale and well-being that government officials and employees may enjoy, while ensuring that the agency's mandates and overall delivery of service to the public and the fulfillment of the office/unit's functions are not compromised. Its adoption shall be subject hence to the following conditions:

1. Regardless of the FWA option/s adopted, all employees must complete the required 40-hour workweek.
2. The adoption of FWA shall be subject to discussion and agreement with the supervisor.

The FWA requests can be denied or existing FWA can be modified on the grounds of failure to accomplish the assigned task/s within the agreed upon timelines and/or overall performance review of the personnel.

3. A weekly accomplishment report shall be prepared for monitoring purposes, specifically by employees adopting flexiplace and regular and compressed workweek with WFH. The accomplishment report shall be consolidated and attached to the Daily Time Record (DTR) or other similar time record/sheet/log submitted to HRDO, which must include a notation on the right margin of the corresponding FWA adopted. A copy of the accomplishment report must be maintained at the office/unit. This [suggested template](#) may be adopted, but CUs/UP-PGH/UPSA may modify it or continue to use their existing accomplishment report template and/or other monitoring tool.



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If CSC requires the submission of the records, the office/unit shall be notified of the submission of the consolidated accomplishment reports to their respective HRDOs.

4. In case of emergency, the employee must notify his/her supervisor in advance (at least a day before) for any deviations in the Regular Weekly FWA (e.g. adopting flexiplace on a day scheduled to physically report in the office).

In the exigency of service, employees may also be asked to report physically in the office on day/s or time that he/she is not scheduled to be in the office (e.g. flexiplace options, compressed workweek, flexitime).

The guidelines issued under MC No. 06, s.2022 shall also be applicable to individuals engaged through Contract of Service/ Job Order (COS/JO), until the Commission on Audit and/or Department of Budget and Management (DBM) issue a separate policy or set of guidelines.

Flexible Work Arrangements (FWA) per CSC MC No. 06, s. 2022	
1. Flexiplace	<p>CSC defines flexiplace as an ‘output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office’. Flexiplace may be allowed by the agency or office/unit under three (3) conditions: regular/recurring, situational (e.g. for ad hoc tasks or assignments), or medical (as supported by medical records and based on the recommendations of the attending physician).</p> <p>Flexiplace is an expanded category, such that CSC has identified the following types/locations for this work arrangement:</p> <ol style="list-style-type: none"> a. Work from Home (WFH) b. Work from Satellite Office c. Work from Another Fixed Place (other than home/residence or satellite office, but within the Philippines only), which shall be subject to the prior approval and authorization and verification of the office/unit.
2. Compressed Work-week	<p>The required forty (40) hours per work-week is compressed to four (4) days or less, as may be applicable.</p> <p>A holiday shall be considered an 8-hour workday. If there is a holiday within a week, the compressed workweek shall be adjusted accordingly (i.e. employee shall report for 4 workdays, at 8-hour workday each).</p>
3. Skeleton Workforce or Physical Reporting	<p>Per CSC, this arrangement is implemented when the number of government officials or employees required to</p>



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	<p>report in the office to render service when full staffing is not possible, especially in times of public health emergencies, disasters, or calamities</p> <p>Skeleton workforce is equivalent to physical reporting, as being implemented under AWA by the University.</p>								
<p>4. Work Shifting</p>	<p>This is particularly applicable to agencies/ offices where 24-hour continuous service delivery on a daily basis is mandated by law; agencies/offices in-charge of observing workplace health and safety protocols; and occupational groups in charge of providing security and safety to employees and/or property.</p>								
<p>5. Flexitime</p>	<p>Flexible time is allowed only between 7:00 AM to 7:00 PM (as enumerated in A.3) and on the condition that the 40-hour workweek is completed.</p>								
<p>6. Combination of FWA</p>	<p>Combinations include, but are not limited to:</p> <ul style="list-style-type: none"> ● Skeleton Workforce + WFH/ Flexiplace ● Compressed Workweek + WFH/Flexiplace ● Workshifting + WFH/ Flexiplace ● Flexiplace combinations <table border="1" data-bbox="576 1039 1386 2036"> <thead> <tr> <th colspan="2" data-bbox="576 1039 1386 1077">Examples of Combination of FWA</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 1077 876 1442"> <p>Skeleton Workforce/ Physical Reporting and WFH</p> </td> <td data-bbox="876 1077 1386 1442"> <p>Three (3) days in the office and two (2) days WFH at eight (8) hours per day;</p> <p>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.</p> </td> </tr> <tr> <td data-bbox="576 1442 876 1890"> <p>Workshifting and WFH</p> </td> <td data-bbox="876 1442 1386 1890"> <p>Three (3) days Workshifting in the office and two (2) days WFH at eight (8) hours per day;</p> <p>Two (2) workshifts in a day may be adopted, e.g. 7:00 AM to 1:00 PM and 1:00 PM to 7:00 PM, inclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the required forty (40)-hour workweek.</p> </td> </tr> <tr> <td data-bbox="576 1890 876 2036"> <p>Compressed Workweek and WFH</p> </td> <td data-bbox="876 1890 1386 2036"> <p>A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days); or</p> </td> </tr> </tbody> </table>	Examples of Combination of FWA		<p>Skeleton Workforce/ Physical Reporting and WFH</p>	<p>Three (3) days in the office and two (2) days WFH at eight (8) hours per day;</p> <p>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.</p>	<p>Workshifting and WFH</p>	<p>Three (3) days Workshifting in the office and two (2) days WFH at eight (8) hours per day;</p> <p>Two (2) workshifts in a day may be adopted, e.g. 7:00 AM to 1:00 PM and 1:00 PM to 7:00 PM, inclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the required forty (40)-hour workweek.</p>	<p>Compressed Workweek and WFH</p>	<p>A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days); or</p>
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Table with 2 columns and 1 row. The right cell contains text: 'Two (2) days spent in the office/field and two (2) days in WFH at ten (10) hours per day. Provided that that required forty (40)-hour workweek shall be complied with.' Below the table is a note: 'For further details on the FWA policy and each FWA type, please refer to CSC MC No. 06,s.2022.'

To facilitate and monitor the implementation of FWA, kindly request your units/offices to accomplish the suggested template on Regular Weekly FWA and submit it to the respective offices of their Vice Chancellor for Administration (VCAs) (for CUs), Deputy Director for Administration (for UP-PGH), or Vice President for Administration (for UPSA) on or before 15 July 2022 (Friday).

The Chancellors (for CUs), the UP-PGH Director (for UP-PGH), and the OVPA (for UPSA) have the discretion to limit or exempt certain offices/units from FWA, if necessary, particularly units/offices in-charge of vital services, such as health and medical services and safety and security. The adoption of FWA shall take into consideration the mandates and functions of the CU/UP-PGH/UPSA and their offices and units, health and well-being of the employees, and continuous delivery of service to the University's stakeholders.

As such, the Chancellors and the UP-PGH Director shall discuss the optimal implementation of FWA with their heads of offices/units and develop and formulate internal guidelines, as deemed necessary. A copy of the CU/ UP-PGH internal guidelines on FWA must be forwarded to the OVPA not later than 25 July 2022 (Monday) for consolidation and submission to the CSC for record and monitoring purposes, pursuant to the CSC MC No. 06, s.2022.

For your guidance and implementation

Handwritten signature of Nestor G. Yunque

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President