



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

20 July 2022

MEMORANDUM NO. CCDP-2022-220

TO : All Administrative Personnel

SUBJECT : **Guidelines on the Implementation of Flexible Work Arrangements (FWA) for Administrative Personnel**

In accordance with the Memorandum No. NGY 2022 – 74, as prescribed by CSC MC No. 6, s. 2022, all administrative personnel shall adopt the following guidelines:

I. OBJECTIVES

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 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.

II. DEFINITION OF TERMS

The following are the flexible work arrangements that UPM Administrative Personnel may adopt:

- 1. Flexiplace** – refers to an output-oriented 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 3 conditions: 1. regular/recurring 2. situational (e.g. for ad hoc tasks or assignments), 3. medical (as supported by medical records and based on the recommendations of the attending physician).

The following tasks are allowed to be accomplished outside the office:

- a. Research;
- b. Policy formulation/review/amendment;
- c. Project work, including but not limited to, drafting of proposals/project studies/training modules;
- d. Data encoding/processing;
- e. Adjudication of cases or review of cases, including legal work;
- f. Budget planning and forecasting;
- g. Recording, examination and interpretation of financial records and reports;
- h. Evaluation and formulation of accounting, auditing and management control systems;
- i. Computer programming;
- j. Database maintenance;
- k. Design work/drafting of drawing plans;
- l. Preparation of information materials;
- m. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case may be; and
- n. 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 the management.

Positions which require to be physically present in the performance of their tasks (i.e. laboratory technicians, utility workers, drivers, etc) shall not avail this type of flexible work arrangement.

2. Flexitime – refers to a work arrangement where the agency is allowed to work between 7:00 AM to 7:00 PM daily, provided that the required eight (8) hours per day/forty (40) hours workweek is complied with.

3. Combination of Flexible Work Arrangements – refers to a work arrangement whereby the agency may adopt a combination of any of the above-mentioned flexible work arrangements appropriate or applicable to the mandate/functions of the agency.

III. POLICIES

1. General Guidelines for Offices/Units

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

- A. The office/unit shall be operational from Monday to Friday.
- B. Flexible work schedule 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.

- C. 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.

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

2. 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:

- A. Regardless of the FWA option/s adopted, all employees must complete the required 40-hour workweek.
- B. The adoption of FWA shall be subject to discussion and agreement with the supervisor. **One day scheduled flexiplace arrangement per week** shall be allowed to make sure that the ideal number of staff reporting daily is maintained.

Further, flexiplace shall be suspended in case there is a holiday/work suspension within the week.

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.

- C. 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) otherwise the change in schedule shall be considered as leave of absence.

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).


- D. The use of Daily Time Record (DTR) and Daily Time Record System (DTRS) shall still be implemented with a notation on the right margin of the corresponding FWA adopted.

- E. The DTRS generated work accomplishment report (WAR) shall be prepared/ consolidated weekly at the college/unit level and shall be submitted to the assigned google drive for each college/unit by the HRDO. The Administrative Officers of each college/unit and the HRDO shall be responsible for the monitoring of WAR.
- F. Employees under flexiplace arrangement are not entitled to Compensatory Overtime Credits/Overtime Pay.
- G. Those employees who will adopt flexitime shall observe the core working hours from 7:00 am to 6:00 pm. Any employee WHO reported to work after 9:00 am shall be considered tardy and is barred from off-setting his tardiness within the day. On the other hand, an employee who leaves work before 4:00 pm shall be considered undertime. A change on official time must be secured and approved by the head of unit. The 15-minute grace period is allowed for those whose official time-in is from 7:00 am to 8:30 am only.
- H. 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 schedule shall be submitted to HRDO on OR BEFORE JULY 22, 2022 using the attached template A.

The effectivity OF APPROVED FWA is on August 1, 2022.

For your information and strict compliance.


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Professor and Chancellor *8*