Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2020-03-0005

GUIDELINES IN THE IMPLEMENTATION OF THE DEPARTMENT OF ENERGY ALTERNATIVE WORKPLACE SCHEMES

WHEREAS, Proclamation No. 922, dated 08 March 2020, declared a "*State of Public Health Emergency throughout the Philippines due to the Corona Virus Disease - 2019 (COVID-19).*"

WHEREAS, Section A of Resolution No. 11, dated 12 March 2020, of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases states that "*the Code Alert System for the COVID-19 public health event is hereby raised to Code Red Sublevel Two (2).*"

WHEREAS, Section B.4. of the same resolution states that "work in the executive branch shall be suspended during the said period (15 March to 14 April 2020), without prejudice to the formation of skeletal workforces by government agencies in order to maintain the unimpeded delivery of services to the public, provided that health and emergency frontline services shall continue in full operation, provided finally that the legislative branch and the judiciary shall be encouraged to adopt the same policy."

WHEREFORE, in response to the current health threat and in order to ensure the safety and protection of its employees without jeopardizing the delivery of its services, the Department of Energy (DOE) hereby resolves to adopt the following guidelines in the implementation of the **Alternative Work Schemes**:

I. Background

In the exigencies of the service, to ensure the safety and protection of its employees, and to address prevalent health threats and concerns, the Department of Energy (DOE) resolves to implement the Alternative Work Schemes.

II. Coverage

These guidelines shall cover the DOE Main Offices and as deemed necessary, shall also include the DOE Field Offices in Luzon, Visayas and Mindanao.

III. Concept and Definition

There shall be two (2) Alternative Work Schemes, as follows:

1. **Alternative Workplace Scheme** is a form of work arrangement that involves an employee **working primarily from home**, rather than in the regular workplace or a conventional office setting with the use of telecommunication and/or computer technologies. Technology plays an important role by

providing the infrastructure and tools that connect home-based workers to their offices and clients.

2. **Skeletal Work Force** is the minimum number of employees needed to ensure business continuity.

IV. Guidelines

A. Alternative Workplace Scheme

1. DOE employees (permanent and coterminous) who have demonstrated responsibility, capacity and initiative to produce outputs/results and accomplishments outside of the workplace and taking into account the nature of work shall observe the Alternative Workplace Scheme for the period of 16 March to 14 April 2020.

2. Employees on using this scheme must be reachable/accessible via mobile phone, email, and other social media platforms, such as, but not limited to Viber, Messenger, Skype, etc., for eight (8) working hours in a day (8:00am to 5:00pm).

3. The Heads of Division/Unit shall set work targets for the employees to accomplish during the duration of the Alternative Workplace Scheme, and shall, in turn, monitor each employee's output.

4. Those employees on Alternative Workplace Scheme shall have the same or equivalent workload and performance standards as those of comparable workers at the DOE premises.

5. The Supervising Undersecretary, Assistant Secretary, Director of Bureaus/Services/Offices and DOE employees shall commit to ensure that confidential and proprietary information are protected at all times and utilized only in accordance with the requirements of the DOE.

B. Skeletal Work Force

1. Discretion is given to the Heads of Division/Unit to identify the skeletal group for their respective Divisions/Units from Monday to Friday within the period of 16 March to 14 April 2020. A list of skeletal groups shall be submitted to the Human Resource Management Division (HRMD).

2. Employees who are part of the skeletal group are directed to report to the office on their assigned day/s.

3. Employees, especially those holding Key Positions, may be required to report to the DOE at any time, other than their assigned day/s, as may be required by their respective superiors should there be urgent matters to attend to.

4. In order for the employees to be home before 8:00pm (curfew time in Metro Manila), they shall be sent home by 4:30pm.

V. Responsibility

1. The responsibility to ensure the continuity of services rests on the Supervising Undersecretary, Assistant Secretary and Director of Bureaus/Services/Offices, who shall determine the best work arrangement for their staff using the above-mentioned Alternative Work Schemes, taking into consideration the peculiarities of their mandates/nature of work.

2. In the exigencies of the service, the Supervising Undersecretary, Assistant Secretary, Director or Head of Office, may at any time task an employee working at home to report to the office any day of the week.

3. The Administrative Services (AS) and Information Technology Management Services (ITMS) shall provide assistance to units, as needed, in their personnel and mobility concerns to effectively implement the Alternative Work Schemes.

VI. Administrative Requirements

1. Employees shall submit a Weekly Accomplishment Report to be emailed to the Heads of Division, who shall monitor outputs of employees.

2. The HRMD shall ensure that these guidelines are posted in three (3) conspicuous places in the DOE, such as the DOE lobbies.

3. The Information Technology Division (ITD) shall ensure the publication of these guidelines in the DOE website.

This Department Order shall take effect from 16 March to 14 April 2020, and shall remain in full force and effect until sooner modified or revoked in writing by the undersigned or any competent authority.

All issuances which are inconsistent herewith are hereby repealed, amended, and modified accordingly.

ALFONSO G. CUSI
Secretary

Republic of the Philippines
DEPARTMENT OF ENERGY
IN REPLYING PLS. CITE:
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