



**EXECUTIVE ORDER NO. PCG- 38  
SERIES OF 2022**

**AN ORDER PROVIDING GUIDELINES FOR THE IMPLEMENTATION OF FLEXIBLE WORKING ARRANGEMENTS IN THE CITY GOVERNMENT OF PASIG AND FOR OTHER PURPOSES.**

**WHEREAS**, in May 2022, the Civil Service Commission, the central personnel agency of government, promulgated Memorandum Circular No. 6 entitled Policies on Flexible Work Arrangements (FWA) in the Government after an in-depth review of the policies on attendance, work arrangements of officials and employees including workplace conditions. The policies on FWA are meant to be institutionalized and implemented in all government agencies nationwide in order to provide safe spaces and adaptable work schemes when adverse situations arise that affect the delivery of public services. The said memorandum circular required the promulgation of internal guidelines in every government agency prior to its adoption;

**WHEREAS**, the advent of information communication technologies, evolution of HR management systems, perennial traffic congestion, occurrence of natural and man-made calamities and emergence of infectious disease have brought the need to modify the present work scheme in government;

**NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by the powers vested in me by law, do hereby order that the following guidelines on FWA be promulgated:**

**SECTION 1. OBJECTIVES.** – The implementation of FWA in the City Government of Pasig is aimed at attaining the following specific objectives:

1. To protect the health, safety and general welfare of all LGU officials and employees;
2. To enable the government to achieve the objectives it has set under any circumstances;
3. To boost employee morale and welfare by providing them opportunities to accomplish their tasks through appropriate work arrangements and promote work-life balance; and
4. To enable officials and employees to work remotely utilizing information and communications technology (ICT).

**SECTION 2. DEFINITION OF TERMS.** – The following terms shall be construed as follows:

1. **FLEXIPLACE** - output oriented work arrangement authorizing employees to render service at a location away from their office (i.e. home, satellite office or



another fixed place on a temporary basis) and duly approved by the Head of the Department or Office. The three (3) types of flexiplace are as follows:

- 1.1. **Work From Home (WFH)** - work arrangement where the official or employees work at home or residence;
- 1.2. **Work From Satellite Office (WFSO)** - work arrangement where the official or employee reports to a satellite office in proximity to his/her residence; and
- 1.3. **Work From Another Fixed Place (WFAFP)** - work arrangement where the official or employee renders work at any place within the Philippines that is conducive for productive and efficient performance of duties and responsibilities other than his/her home, satellite office.

Flexiplace work arrangement may be allowed under any of the following conditions:

1. **Regular** - officials or employees may request to work at an alternative worksite on a regular or recurring basis for a period agreed upon with his/her supervisor and approved by the Head of the Department or Office.
2. **Situational** - work arrangement for tasks or assignment that require short periods of time or project-based such as preparation of project proposal, preparation of reports, research, case adjudication and similar circumstances.
3. **Medical** - work arrangement for officials and employees recuperating from medical condition which does not affect one's ability to perform work at an alternative worksite, the duration of which shall be based on the recommendation of his/her attending physician. Requests for flexiplace due to medical conditions shall be supported by medical records.
2. **TEMPORARY BASIS** - applies to flexiplace FWA and any combination thereof consisting of not more than two (2) calendar months in one (1) semester.
3. **SKELETON WORKFORCE** - work arrangement where a minimum number of officials and employees is required to man the office when full staffing is not possible.
4. **WORK SHIFTING** - work arrangement applicable to departments and offices operating 24/7 including occupational groups providing security to agency personnel or government property and other offices with similar situations.
5. **FLEXITIME** - work arrangement allowing officials and employees to adopt flexible time consisting of eight (8) working hours between 7:00 am up to 7:00 pm daily, provided that the 40-hour workweek is complied with.





6. **COMBINATION OF FWA** - work arrangement consisting of a combination of the preceding work arrangements applicable to the mandate of the department or office.

### SECTION 3. POLICIES

1. The regular schedule of officials and employees is from 8:00 am to 12:00 noon and from 1:00 pm to 5:00 pm except weekends and holidays;
2. All departments and offices including those adopting FWA shall ensure delivery of services from 8:00 am to 5:00 pm inclusive of lunch break.
3. Officials and employees under FWA shall be entitled to Compensatory Overtime Credits or Overtime Pay if they physically reported for work and rendered service beyond eight (8) hours on workdays, rest days, scheduled days off, holidays and special non-working holidays. Officials and employees under and during WFH or WFAFP arrangements are not entitled to COCs or OT pay.
4. Officials and employees on WFH and WFAFP shall be required to submit their daily Accomplishment Report at the end of their workday through Pasig GEMS which shall be open at 5:00 pm until 11:59 pm of the same day. Employees who fail to log in their accomplishment report for the day shall be considered absent.
5. In addition to preceding, Department Heads and Chiefs of Office may also employ other monitoring measures for employees under WFH/WFAFP.
6. WFH/WFAFP shall be strictly output-based.
7. The Flexible Working Arrangement (FWA) shall be incorporated in the Public Service Continuity Plan (PSCP) in accordance with Memorandum Circular No. 33, Series of 2018 of the National Disaster Risk Reduction and Management Council (NDRRMC). The Pasig City Disaster Risk Reduction and Management Office (PCDRMMO) shall spearhead the initiative and collaborate with the City Planning and Development Office (CPDO) to ensure that FWA is made an integral part of the PSCP. FWA shall be an instrument to ensure that the services of the City Government of Pasig shall continue unimpeded during emergencies or disasters.
8. Flexiplace work arrangement may be revoked by the concerned Department Head, Chief of Office or HRDO in case there arises a decrease in the expected work output in terms of efficiency, quality and timeliness. The performance targets as indicated in the employee's IPCR shall be basis for determining whether the employee's work outputs fall below standards. In such cases, requests for subsequent FWAs shall be disapproved.



9. For the purpose of computing the hazard pay for those entitled thereto, services rendered while on WFH and WFAP shall not be counted as days of exposure to hazardous work environment.
10. WFH shall be allowed for officials and employees who have sufficient workplace and resources such as desktop computer/laptop and stable internet connectivity. Department Heads and Chiefs of Office shall verify these requirements prior to approval.
11. HRDO shall monitor the implementation of FWAs and shall have jurisdiction to revoke FWAs that are non-compliant with the general requirements and parameters set forth under these guidelines.
12. Employees applying for FWAs that are disapproved by the Department Head or Chief of Office for no valid reason may raise the issue to the Grievance Committee, subject to the procedures set forth under Section 5 of the Grievance Machinery of the City Government of Pasig.
13. Officials and employees involved in on-line government transactions that may require their respective digital signatures shall register with the Philippine National Public Key Infrastructure (PNPKI) of the Department of Information, Communications and Technology in compliance to Executive Order No. 810, Series of 2009. The PNPki portal is at <https://dict.gov.ph/pnpki/>.

#### **SECTION 4. PARAMETERS IN THE IMPLEMENTATION OF FWA**

##### **4.1 FLEXIPLACE**

1. WFH may be adopted anytime by officials and employees whose assigned tasks can be accomplished outside the office, subject to mutually agreed arrangement between the employee, supervisor and Head of Department or Office.

2. WFH may be extended to officials and employees whose tasks cannot be accomplished in the office, satellite office or another fixed place during the outbreaks of infectious diseases or man-made or natural calamities or if their place of assignment is located within a radius of 1 km. from facilities where infected patients and frontline workers are exposed to infectious diseases and calamity-stricken areas.

In such cases, officials and employees shall be assigned alternative tasks by the Head of Department or Office. However, an official or employee who is unable to produce outputs because no tasks were assigned during emergence of outbreaks, natural or man-made calamities, shall be considered on excused absence.

3. Department Heads, Assistant Department Heads, Chiefs of Office, Assistant Chiefs of Office and those occupying such positions in their capacity





as Officers-in-Charge (OICs) shall not be permitted to Work From Home or any combination thereof to ensure continuous operations and efficient public service delivery for every working day while working on site, except in cases such as in the preceding paragraph.

4. WFH shall be limited to 2 days per week and only for tasks that can be accomplished outside the office, viz:

- i. Research;
- ii. Policy formulation/review/amendment;
- iii. Project work, including but not limited to, drafting of proposals/project studies/training modules;
- iv. Data encoding/processing;
- v. Adjudication and review of cases, including legal work;
- vi. Budget planning and forecasting;
- vii. Recording, examination and interpretation of financial records and reports;
- viii. Evaluation and formulation of accounting, auditing and management control systems;
- ix. Computer programming;
- x. Database maintenance;
- xi. Design work/drafting or drawing plans;
- xii. Reparation of information materials;
- xiii. Sending/receiving emails;
- xiv. HR tasks, e.g. computation of leave credits, preparation of payroll; and
- xv. Other analogous tasks which require the use of a computer and the Internet for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor or the head of office.

5. Enumerated are the satellite offices of the various departments and offices of the City Government of Pasig:

- I. **OFFICE ON GENERAL SERVICES**
  - Office of General Services, Sto. Tomas Depot
- II. **PASIG CITY INSTITUTE OF SCIENCE & TECHNOLOGY**
  - PCIST Sta. Lucia Annex
  - PCIST Manggahan Annex
- III. **BUSINESS PERMIT & LICENSE DEPARTMENT**
  - BPLD Ayala 30th
  - BPLD Manggahan Annex
- IV. **CITY HEALTH DEPARTMENT**
  - CHD Bambang Health Center CHD (Old)
  - CHD Bambang Health Center CHD (New)



- CHD Bagong Ilog Health Center
- CHD Bagong Katipunan Health Center
- CHD Buting Health Center
- CHD Caniogan Health Center
- CHD Ismar Health Center
- CHD Kalawaan Health Center
- CHD Kapasigan Health Center
- CHD Malinao Health Center
- CHD Oranbo Health Center
- CHD Palatiw Health Center
- CHD Pineda Health Center
- CHD Sagad Health Center
- CHD San Jose Health Center
- CHD San Joaquin Health Center
- CHD San Nicolas Health Center
- CHD Sto. Tomas Health Center
- CHD Sta. Cruz, Health Center
- CHD Sumilang Health Center (Old)
- CHD Sumilang Super Health Center
- CHD San Antonio Health Center
- CHD Ugong Health Center
- CHD Kapitolyo Health Center
- CHD Karangalan Health Center
- CHD Rosario Super Health Center
- CHD Dela Paz Health Center
- CHD Dela Paz Annex Health Center
- CHD Doña Betang Health Center
- CHD E. Santos Health Center
- CHD Manggahan Super Health Center
- CHD Maybunga Floodway Health Center
- CHD Maybunga Health Center
- CHD Nagpayong Health Center
- CHD Maybunga Floodway Health Center
- CHD Napico Health Center
- CHD Pinagbuhatan Health Center
- CHD Pinagbuhatan Puericulture Center
- CHD San Miguel Health Center
- CHD Santolan Super Health Center
- CHD Sta. Lucia Health Center
- CHD Sta. Lucia Mini Health Center
- CHD CHAMP
- CHD Manggahan Treatment Hub
- CHD Sumilang Treatment Hub

**V. PASIG URBAN SETTLEMENTS OFFICE**

- PUSO Eusebio Bliss Village 1, Jenny's Maybunga
- PUSO Eusebio Bliss Village 2, Pinagbuhatan





- PUSO Eusebio Bliss Village 3, Westbank Maybunga
- PUSO Eusebio Bliss Village 4, Manggahan
- PUSO Eusebio Bliss Village 5, San Miguel
- PUSO Eusebio Bliss Village 6, Sta. Lucia
- PUSO Eusebio Bliss Village 7, Manggahan
- PUSO Southville 10, Plaza Aldea Tanay
- PUSO Eastshine Residences, Plaza Aldea Tanay
- PUSO Hauzville Residences, Plaza Aldea Tanay

**VI. DISASTER RISK REDUCTION & MANAGEMENT OFFICE**

- DRRMO K9 Office, Sandoval
- DRRMO K9, T-Bar
- RED Training Center

**VII. TREASURY DEPARTMENT**

- Treasury Department Ayala 30th
- Treasury Department San Antonio Annex
- Treasury Department Manggahan Annex

Officials and employees assigned in these departments (i.e. I, II, III, IV, V, VI, VII) may utilize their respective satellite offices as alternate workstations under the WFSO work arrangement subject to the terms and conditions set forth in items 6, 7 and 8 hereof.

6. Work From Satellite Office may be allowed in case officials and employees cannot report for work due to natural and man-made calamities upon approval of the Head of Department or Office.

7. Officials and employees who are stranded due to quarantine protocols, unavailability of public transportation due to lockdowns, road closures transport strikes and other events resulting in the disruption of public transport may be allowed to work at satellite offices.

8. Officials and employees permitted to work in satellite offices shall coordinate with the staff of the Records Section, Human Resource Development Office to facilitate enrollment in the biometrics attendance system. They shall comply with the 40-hour workweek and shall register their attendance on the biometrics device at the said satellite office or facility in closest proximity therefrom where such device is accessible.

9. Officials and employees whose tasks can only be accomplished in the office but are stranded at a location away from home or satellite office due to quarantine protocols, road inaccessibility or unavailability of transportation due to circumstances described in item "4" hereof, may be allowed to work in another fixed place on condition that the said individual shall be given alternative tasks by his immediate supervisor or the Head of Department or Office.



#### **4.2. COMPRESSED WORKWEEK**

The 4-day compressed workweek, consisting of ten (10) work hours per day may be adopted by departments, offices and organizational units of the City Government of Pasig provided that public services shall not be hampered for the whole workweek. Departments, offices and organizational units exclusively adopting the Compressed Workweek, shall divide their personnel complement into as many teams as practicable to ensure that the Department/Office is manned for the entire workweek.

#### **4.3. SKELETON WORKFORCE**

1. The Skeleton Workforce shall only be adopted if full staffing is not possible.
2. Officials and employees may adopt Skeleton Workforce in combination with other FWA to comply with the 40-hour workweek.
3. Skeleton Workforce arrangement shall be adopted when there are national or local outbreaks of infectious diseases or man-made or natural calamities, and a declaration from competent national government authorities or City Mayor on the adoption of Skeleton Workforce when full-staffing is not possible.
4. Department Heads and Chiefs of Office in consultation with their respective Division and Section Heads shall determine the number of employees who shall constitute the Skeleton Workforce based on the services provided by the Department or Office. The City Mayor and/or the City Administrator shall nonetheless wield supreme authority to determine the size of the Skeleton Workforce who shall be required to physically report for work.

#### **4.4. WORK SHIFTING**

1. Departments and Offices mandated to operate 24 hours shall be under Work Shifting schedule. This FWA may also be extended to occupational groups providing security and safety to personnel and property of the City Government of Pasig.
2. Work Shifting may apply to Departments and Offices required to observe safety protocols during emergence of infectious diseases or natural and man-made calamities.

#### **4.5. FLEXTIME**

1. Flexitime may be adopted by Departments and Offices of the City Government of Pasig on conditions that the required 40-hour workweek at 8 work hours per day shall be complied with.





2. Flexitime may start at 7:00 am up to 7:00 pm provided that the aggregate work hours per day equal eight (8) hours exclusive of meal breaks.
3. Working days under Flexitime FWA may include Saturdays and Sundays and days-off during weekdays for two (2) days. Days-off during weekdays need not be consecutive for as long as the 40-hour workweek is complied with.
5. Flexitime may be adopted in the event that Daylight-Saving Time is declared by competent authorities.

#### **4.6. COMBINATION FLEXIBLE WORK ARRANGEMENT**

Departments and offices of the City Government of Pasig may adopt FWA combinations. Examples are illustrated hereunder:

- a. WFH and Skeleton Workforce - e.g. 2 days WFH and 3 days work in the office at 8 hours per day.
- b. WFH and Compressed Workweek - e.g. 2 days work in the office at 10 hours per day and 2 days WFH at 10 hours per day.
- c. Work Shifting and WFH - e.g. 4 days work in the office at 7:00 am to 4:00 pm and WFH for 1 day at 8 hours from 8:00 am to 5:00 pm.
- d. Other combination of work arrangements.

#### **SECTION 5. ICT RESOURCES WHILE ON FWA**

1. The Management Information Systems Office (MISO) shall provide appropriate ICT resources to officials and employees such as computers, laptops and authorized software and internet connectivity.
2. All government-issued ICT equipment shall be used by officials and employees for official functions and tasks, provided that these devices, including personal ICT equipment used for the same purpose are properly recorded and registered with the MISO. The MISO shall ensure that security measures such as password protection and anti-malware software are installed on all ICT equipment to be released to end-users.
3. Technical support personnel of the MISO shall be primarily responsible for troubleshooting and maintenance of government ICT equipment used while on FWA. Preventive maintenance on all ICT equipment shall be conducted by MISO not less than once every semester and up to four times annually as the need arises.

#### **SECTION 6. OTHER SUPPORT MECHANISMS**



1. Officials and employees required to physically report for work during pandemic and calamities shall be provided with personal protective equipment by the City Government of Pasig.
2. The City Government of Pasig shall make provisions for free transportation to officials and employees required to physically report for work during pandemic and calamities.
3. The City Government of Pasig shall reimburse expenses of officials and incurred for medical and laboratory costs in compliance with protocols while on official travel during pandemic or emergence of any infectious diseases. The maximum reimbursable amount is Five Thousand Pesos (P5,000.00) for tests conducted in private testing centers and Three Thousand Eight Hundred Pesos (P3,800.00) for those conducted in government facilities per Department of Health Circular No. 2020-029.
4. In addition to the annual physical examinations, the City Government of Pasig shall provide health and psychosocial interventions to address issues on the mental well-being of officials and employees. Consultations, medicines, referrals and professional help to promote physical health shall be made available at the employee's clinic, gymnasium, Gender and Development (GAD) Wellness Center and at the Substance Abuse Treatment Office of Pasig (SATOP) for interventions such as psychotherapy, psychoeducation and rehabilitation. Employees exhibiting signs of mental illness may also secure psychiatric help at the Pasig City General Hospital (PCGH).
5. In case of local or national outbreaks of severe infectious diseases or man-made and natural calamities, reasonable expenses incurred by officials or employees while on WFH such as internet connection cost shall be defrayed by the City Government of Pasig subject to budgeting, accounting and auditing rules and regulations. For this purpose, reasonable expense to be defrayed, in the amount not exceeding One Thousand Pesos (P1,000.00) monthly, represents the average cost of internet services for eight hours (8) per day for one (1) month and cost of the electric consumption of the device for the same number of hours per month.
6. Regardless of the subsisting work arrangements, officials and employees shall be provided with equal opportunity with respect to awards, promotions, trainings and career development initiatives.
7. Officials and employees who sustain injuries while performing their official duties regardless of the type of work arrangement shall be eligible to receive financial assistance from the City Government of Pasig pursuant to Sangguniang Panlungsod Ordinance No. 05 Series of 2017, An Ordinance Extending Financial Assistance for Medical and/or Burial Expenses of City Employees Who Are Victims of Illness and/or Accidents and for Other Purposes.





Availment of the said benefit requires the submission to HRDO of the following documents, as applicable:

- a. Incident Report;
- b. Police and Autopsy Report;
- c. Proof of Hospitalization (i.e. original medical certificate, certificate of confinement, official receipt of medicines and hospital bill);
- d. Death Certificate;
- e. Voter's Registration from Comelec (the official or employee is a registered voter in Pasig City).

**SECTION 7. CSC COMPLIANCE.** – The Civil Service Commission, National Capital Regional Office shall be provided with a copy of this internal guidelines in accordance with Section V. (3) of the Memorandum Circular No. 6, Series of 2022.

**SECTION 8. REPEALING CLAUSE.** – All orders or portions of orders in conflict with this Order, or inconsistent with the regulations of this Order, are hereby repealed to the extent necessary to give this Order full force effect.

**SECTION 9. SEPARABILITY CLAUSE.** – If any provision of these internal guidelines is declared invalid, all other portions unaffected shall remain in force and effect and shall not be affected by such declaration.

**SECTION 10. EFFECTIVITY.** – This internal guidelines shall take effect immediately.

Issued this 15<sup>th</sup> day of September 2022 at Pasig City, Philippines.

  
VICTOR MA REGIS N. SOTTO  
City Mayor 

