

ANNEX A

CSC Memorandum Circular No. 10, s.2020

Section 3.1

(d) Work-from-home arrangements may be allowed for the following tasks:

1. research;
2. policy formulation/review/amendment;
3. project work, including but not limited to, drafting of proposals/project studies/training modules;
4. data encoding/processing;
5. adjudication of cases or review of cases, including legal work;
6. budget planning and forecasting;
7. recording, examination and interpretation of financial records and reports;
8. evaluation and formulation of accounting, auditing and management control systems;
9. computer programming;
10. database maintenance;
11. design work/drafting of drawing plans;
12. preparation of information materials;
13. sending/receiving e-mail;
14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
15. 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.