



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

DEPARTMENT ORDER NO. DO2021-01-0001 ✓

**SUPPLEMENTAL GUIDELINES IN THE IMPLEMENTATION OF THE
DEPARTMENT OF ENERGY ALTERNATIVE WORK SCHEME**

WHEREAS, Republic Act (RA) No. 7638, as amended, or the Department of Energy (DOE) Act of 1992 declares the policy of the State to ensure a continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements;

WHEREAS, on 16 March 2020, the President issued Proclamation No. 929, Declaring a State of Calamity throughout the Philippines due to the threat and widespread disruption caused by the Coronavirus Disease 2019 (COVID-19);

WHEREAS, on 16 September 2020, the President issued Proclamation No. 1021 which extended the period of State of Calamity throughout the Philippines until 12 September 2021 unless earlier lifted or extended as circumstances may warrant;

WHEREAS, pursuant to Department of Health (DOH) Administrative Order No. 2020-0015, the DOE issued Department Order (DO) No. 2020-04-0007 entitled "*Providing for Minimum Health Standards for COVID-19 Mitigation to DOE Personnel & Its Workplace and Shared for Application to All Players and Stakeholders in the Entire Energy Industry*", which provided that the DOE may issue additional or supplemental guidelines related to the COVID-19 pandemic, and that the Industries and the Private Sector are required to comply with the risk-based public health standards set by DOH, sector-specific policies and plans by other NGAs, and other relevant rules and regulations;

WHEREAS, the Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, and its subsequent releases / amendments / revisions, provides guidelines for alternative work arrangements and support mechanisms for workers in the government during the period of State of National Emergency due to COVID-19 pandemic;

WHEREAS, pursuant to the CSC MC No. 10 s. 2020, the DOE issued Department Order (DO) No. DO2020-03-0005 entitled "*Guidelines in the Implementation of the Department of Energy Alternative Workplace Schemes*", which provides adoption of Alternative Work Schemes to ensure safety and protection of its employees;

WHEREAS, DO No. DO2020-06-0010 entitled "*Adoption of Public Service Continuity Plan (PSCP) on COVID-19 to Ensure Continuous Delivery of Quality Public Service*", outlines the internal capacities, recovery requirements and strategies of an agency or institution to ensure the continuous delivery of quality public services during an emergency, disaster or any disruption by performing the mission essential functions of the organization;

WHEREAS, with the objective of ensuring continual improvement of its work environment, the DOE conducted a perception survey among its employees on 5 October 2020 to evaluate the effectiveness of its Work-From-Home arrangement. While survey results show that high percentage of tasks able to do at home leads to increased perception of productivity, there are emerging organizational, operational, technological, and environmental issues that need to be addressed in order to ensure work productivity, efficiency, and job satisfaction from a work-from-home arrangement;

NOW, THEREFORE, in consideration of the foregoing premises, DOE hereby resolves to adopt the following rules and regulations governing the alternative work scheme and directs all DOE units and personnel to comply with and implement provisions, as follows:

SECTION 1: SCOPE, APPLICATION AND COVERAGE

This Department Order (DO) shall apply to all the DOE Bureaus, Services, Field Offices and Offices, including project / job order / contract of service personnel.

This DO shall be adopted only for the duration of the implementation of Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2020 and its subsequent releases / amendments / revisions

SECTION 2: OBJECTIVES

This DO establishes rules and regulations governing the alternative work scheme with the following objectives to:

- a. Ensure the delivery of outputs and boost work productivity of employees who are under the work-from-home arrangement;
- b. Improve the management, organizational systems and processes, and work tools in a work-from-home arrangement;
- c. Establish a monitoring group and mechanisms to track the performance and progress of the employees in a work-from-home arrangement;
- d. Establish a harmonized system for attendance monitoring and reporting system;
- e. Render public service to clienteles and stakeholders with utmost degree of excellence and professionalism; and
- f. Improve and update the PSCP Implementation Plan of the respective units for continued delivery of prompt and quality public service amidst the current pandemic situation

SECTION 3: ELIGIBILITY

- 3.1 Personnel who are eligible for a work-from-home (WFH) arrangement are as follows:
 - 3.1.1 Employees with existing job descriptions consistent with the tasks stipulated in the CSC rules; (*please see Annex A*)
 - 3.1.2 Employees who belong to the Most-At-Risk-Populations¹ (MARPs) as defined by DOH, such as:
 - 3.1.2.1 Employees who are senior citizens, pregnant, and persons with disabilities (PWD); and
 - 3.1.2.2 Employees with existing immunodeficiency, comorbidities, or other health risks that apply subject to the recommendation of a physician and submission of all the following:
 - 3.1.2.2.1 Medical Certificate;
 - 3.1.2.2.2 Clinical Abstract; and
 - 3.1.2.2.3 Old and current prescriptions.
- 3.2 In consideration of the safety and protection of personnel, employees that are required to physically report to the office to perform their functions may apply for work-from-home arrangement from time to time, subject to the following:
 - 3.2.1 Functions shall be delegated to personnel who are currently part of the skeleton (skeletal) work force (SWF) to ensure continuous delivery of services; and
 - 3.2.2 Tasks shall be given in accordance with the existing CSC rules.
- 3.3 With the exemption of employees with existing immunodeficiency, comorbidities, or other health risks, senior citizens, pregnant, and persons with disabilities (PWD), all employees are on-call basis.
- 3.4 The approved list of SWF scheduled for the week shall be submitted to the Human Resource Management Division (HRMD) and Security Office.
- 3.5 Pursuant to Section 10.1.2.1. (a.2) of the DOE PSCP, all Divisions Chiefs and members of the Management and Executive Committee shall report to office daily as part of the SWF. The exemption from the SWF of Division Chiefs and above who are categorized under 3.1.2 are subject to the approval of the undersigned. (*please see Annex B for CSW and Memo Template*).

¹ Most-at-risk Populations (MARPS) for COVID-19 refers to population groups who have a higher risk of developing severe COVID-19 infection such as individuals aged 60 and above, pregnant, and those with underlying conditions or comorbidity at risk of COVID-19 exacerbation; (DOH AO No. 2020-0015)

SECTION 4: CODE OF CONDUCT

- 4.1 Employees shall continue to perform and discharge their duties with utmost degree of excellence, professionalism and responsibility;
- 4.2 Employees shall continually adhere to the *Code of Conduct and Ethical Standards for Public Officials and Employees* set forth by Republic Act No. 6713 and its Implementing Rules and Regulations;
- 4.3 Employees shall continually adhere and implement the *Ease of Doing Business and Efficient Government Service Delivery Act of 2019* pursuant to Republic Act No. 11032 and its Implementing Rules and Regulations.

SECTION 5: PERFORMANCE EVALUATION AND ASSESSMENT

- 5.1 Employees who are under in the work-from-home arrangement shall be given tasks by their respective Supervisors that are commensurate to the total hours of working per day or equivalent to eight (8) hours/day;
- 5.2 Supervisors shall perform the following responsibilities:
 - 5.2.1 Set weekly and/or daily goals, objectives or targets of the staff;
 - 5.2.2 Organize workflow and ensure that tasks are properly communicated and delegated, and determine the deadline of the assigned task;
 - 5.2.3 Establish a monitoring system for staff's progress and productivity;
 - 5.2.4 Provide feedback mechanisms and set coaching sessions as may be necessary;
- 5.3 Employees shall have the following responsibilities:
 - 5.3.1 Ensure that weekly and/or daily goals, objectives or targets are met;
 - 5.3.2 Organize work to be able to perform at the highest level of efficiency and productivity;
 - 5.3.3 Seek guidance from the supervisor for work that needs to be clarified; and
 - 5.3.4 Provide feedback to the supervisor for any need of resources and/or problems/challenges encountered while on work-from-home.
- 5.4 All tasks to be provided shall have daily performance measures;
- 5.5 In the event that employees accomplished the tasks prior to the given time, he/she may request for additional tasks;

- 5.6 For daily evaluation and assessment, employees shall accomplish the Daily Accomplishment Report (DAR), details are as follows: (please see **Annex C**):
- 5.6.1 As part of the daily tasks, the DAR shall be submitted to his/her Supervisor on a daily basis along with the stipulated output;
 - 5.6.2 The Supervisor shall evaluate the DAR and endorse it to the Head of Office for validation prior to the submission of weekly report;
 - 5.6.3 In addition to the Weekly Report endorsed by the Head of Office, the compilation of DAR of employees under work-from-home arrangement shall be attached;
 - 5.6.4 An e-copy of the Weekly Report per bureau / services / office / field office shall be submitted directly to the Office of the Secretary and copy furnished to Human Resource Management Division and their respective Supervising Undersecretaries and Assistant Secretaries; and
 - 5.6.5 The submission of the DAR will determine the attendance of the employees.

SECTION 6: CREATION OF A LEARNING, EVALUATION, ACCOUNTABILITY AND PERFORMANCE (LEAP) MONITORING GROUP

- 6.1 A Learning, Evaluation, Accountability and Performance (LEAP) Monitoring Group shall be established to oversee the implementation of this Department Order.
- 6.1.1 The LEAP Monitoring Group shall be composed of the following:
 - Chairperson:** Undersecretary for Administrative and Finance
 - Co-Chair:** Assistant Secretary Supervising Administrative and Finance
 - Members:**
 - Director, Information Technology and Management Services (ITMS)
 - Director, Energy Policy and Planning Bureau (EPPB)
 - Director, Administrative Services (AS)
 - Director, Financial Services (FS)
 - Director, Legal Services (LS)
 - Secretariat:**
 - Human Resource Management Division (HRMD)

Resource Persons:
Directors, Bureau
Directors, Field Office
Chiefs, Office

- 6.1.2 The LEAP Monitoring Group, among others, shall have the following responsibilities:
- 6.1.2.1 Oversees in the implementation of this DO;
 - 6.1.2.2 Reviews, evaluates and monitors submitted accomplishments report of all units;
 - 6.1.2.3 Resolves concerns / issues that may arise in the implementation of this DO;
 - 6.1.2.4 Recommends the imposition of sanctions in accordance to the existing rules of CSC;
 - 6.1.2.5 Informs, advises and issues recommendation to the undersigned on the improvement of the alternative work scheme;
 - 6.1.2.6 Conducts monitoring of the employees who are in work-from-home arrangement;
 - 6.1.2.7 Performs such other functions that are necessary in the attainment of the objectives of this DO;

SECTION 7: REPRESENTATION ALLOWANCE AND TRANSPORTATION ALLOWANCE (RATA)

- 7.1 As per Section 1.1 of DBM Circular No. 548, the Representation Allowance and Transportation Allowance (RATA) are "allowances granted to government officials down to division chiefs at monthly standard rates in order to defray representation and transportation expenses while in the **actual performance of the duties and responsibilities**". The Director of Financial Services, through the recommendations of the Chief Accounting Division, is hereby directed to strictly implement the provisions set in the DBM Circular No. 548 as deemed necessary and appropriate.
- 7.2 Officials with approved application of being MARP are still entitled in receiving their RATA even if they are not physically reporting in the office.
- 7.3 The Transportation Allowance (TA) of personnel with disapproved application of being MARP and opted not to physically report may be suspended for non-compliance subject to the requirement and due process.

SECTION 8: WORK-FROM-HOME GUIDELINES

- 8.1 Employees shall render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch. Existing rules on tardiness, undertime and absenteeism shall be applicable to the employees under work-from-home.
- 8.2 Flexible working hours for employees who are under work-from-home alternative work scheme shall be cancelled;
- 8.3 Employees must render eight (8) hours of work per day from 8:00 AM to 5:00 PM and should be exclusive of the one (1) hour daily lunch break (12:00 – 1:00 PM).
- 8.4 In the exigency of service, extended working hours may be implemented by the Head of Agency, subject to the existing rules.
- 8.5 Employees who are in work-from-home arrangement are expected to render work in their respective residences during work hours; unless informed and permitted by their supervisors to be in different workplace aside from home due to valid reasons such as poor working environment, poor internet connectivity, etc. Employees who will be caught violating this provision shall be subjected to disciplinary action by the LEAP Monitoring Group.

SECTION 9: SKELETON (SKELETAL) WORK FORCE (SWF) GUIDELINES

- 9.1 Pursuant to Section 10.1.2.1. (a.1) of the DOE PSCP, all units shall adhere with the following minimum SWF to ensure continued processing of mission essential functions of the Department during a General Community Quarantine (GCQ). Offices with administrative functions are mandated to have a 50% minimum SWF while offices with technical functions which may be performed remotely as per CSC guidelines are mandated to have a minimum of 30% SWF, specifically:
 - 9.1.1.1 Bureaus – minimum of 30%
 - 9.1.1.2 Legal Services and Energy Research Testing and Laboratory Services – minimum of 30%
 - 9.1.1.3 Office of the Secretary, Undersecretaries and Assistant Secretaries, Information Technology and Management Services, Administrative Services and Financial Services - minimum of 50%
 - 9.1.1.4 Field Offices – minimum of 50% and/or depending on their respective status of LGU
- 9.2 Employees assigned as SWF shall report for work continuously for at least one (1) whole week in a month, or as prescribed and approved by the head of office.

- 9.3 The SWF may revert to a bare minimum force during an Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MCQ) in Metro Manila.
- 9.4 The SWF shall strictly observe Minimum Health Standards.
- 9.5 The exemption from the SWF of employees who are categorized under 3.1.2 are subject to the approval of the undersigned. *(please see Annex B for CSW and Memo Template)*

SECTION 10: ATTENDANCE MONITORING SYSTEM (AMS)

- 10.1 To ensure the attendance of employees who are in the work-from-home arrangement, the Information Technology and Management Services (ITMS) shall develop a Department-wide Attendance Monitoring System (AMS) via online platform that can be accessed through desktops and mobile phones as an alternative for biometrics:
 - 10.1.1 Personnel must time-in between 7:00 AM - 8:00 AM and time-out after 5:00 PM on his/her specified schedule;
 - 10.1.2 Personnel who fail to use the AMS shall be marked absent;
 - 10.1.3 In case that the WFH personnel cannot access the AMS, personnel must immediately contact his/her supervisor. An Incident Report must be submitted to Human Resource Management Division (HRMD) to manually time-in and time-out the personnel;
 - 10.1.4 In the case that there is a system failure, an alternate link and/or platform shall be provided by the ITMS;
 - 10.1.5 HRMD shall submit a Weekly Report to the undersigned on the compliance of the personnel who are engaged in work-from-home scheme; and
 - 10.1.6 The AMS will take into effect 15 working days after the approval of this Department Order. In the meantime, manual checking and recording of attendance shall be undertaken by the respective Division Chiefs/Unit Heads.
- 10.2 In the event that the employee cannot be contacted with all available means (e-mail, call and SMS) for a span of one (1) straight hour, a Notice to Explain (NTE) shall be issued by the LEAP. If found with invalid or unjustifiable reason/s, employee will be marked absent on the specified date.
- 10.3 Pursuant to CSC MC No. 23, s, 2020, the following shall be considered excused absences:

- 10.3.1 Stranded abroad or locally while on official travel due to the suspension of all forms of transportation (land, sea and air);
- 10.3.2 Stranded abroad or locally while on approved personal travel (vacation or sick leave) due to the suspension of all forms of transportation (land, sea and air); provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided, further that the excused absence covers only the period they are scheduled to report back to work and for the duration of the ECQ/MECQ/GCQ;
- 10.3.3 Unable to report for work due to health-risks provided they are not qualified for work-from-home arrangement;
- 10.3.4 Unable to report for work due to the imposition of lockdown declared by the President or localized lockdown under Section 2 of Executive Order No. 112, s. 2020;
- 10.3.5 Unable to report for work due to suspension of public transportation, or no agency service vehicle/shuttle service was provided to the employees who are on skeleton workforce, subject to the internal guidelines adopted by the agency covering the allowed distance between residence and place of work; and
- 10.3.6 Jobs/tasks of officials and employees cannot be performed through work-from-home arrangement, and the agency has not assigned any other task(s).

SECTION 11: DAILY HEALTH MONITORING SYSTEM (DHMS)

11.1 In observance of the health and safety protocols for both the SWF and WFH employees during the pandemic, everyone is required to register their temperature check and general health condition daily through the Daily Health Monitoring System (DHMS), with the following minimum information:

11.1.1 Temperature;

11.1.2 Symptoms:

- 11.1.2.1 Fever (Lagnat);
- 11.1.2.2 Cough (Ubo);
- 11.1.2.3 Sore Throat (Masakit ang lalamunan);
- 11.1.2.4 Shortness of Breath (Kapos sa paghinga);
- 11.1.2.5 Diarrhea (Pagtatae);
- 11.1.2.6 Body Malaise (Panghihina ng pangangatawan); and
- 11.1.2.7 None of the above (Wala sa nabanggit).

11.1.3 Exposure to Suspect / Probable / Confirmed COVID-19 Case:

- 11.1.3.1 None (Wala)
- 11.1.3.2 Yes (Meron)
- 11.1.3.3 Unknown (Hindi tiyak)

11.1 The full implementation of this provision shall take effect 15 working days upon approval of this Department Order. The Information Technology and Management Services (ITMS) shall develop a DHMS online platform that can be accessed through desktops and mobile phones.

11.2 Those who fail to comply shall be marked absent for the day.

SECTION 12: OBSERVANCE OF DATA POLICY

The Data Privacy Committee under the Department Order No. DO2018-08-0011 entitled "*Creation of the Data Privacy Committee*", Information Technology and Management Services (ITMS) shall facilitate accomplishment of the ***Pledge of Confidentiality*** of all employees under work-from-home scheme;

SECTION 13: ADOPTION OF DIGITAL SIGNATURES

13.1 Relative to the issuance of the Department of Information and Communications Technology (DICT), all concerned employees who opted for work-from-home arrangement shall secure a Philippine National Public Key Infrastructure (PNPKI) Digital Certificate for the implementation of digital signatures;

13.2 Information Technology and Management Services (ITMS) shall provide technical assistance and capacity building for those who will process their application;

13.3 PNPKI Certificate shall be required for documents, particularly external documents, creating rights and obligations (i.e. service contracts, license, permits, resolutions, and order);

13.4 Internal documents that do not create rights and obligations and can establish the non-repudiation, identity, authenticity, integrity and reliability of messages and official documents may use digital signatures without the PNPKI Certificate;

13.5 ITMS shall issue policy regarding the rules and procedures in the use of electronic signatures of DOE employees and officials in particular the absence of PNPKI Certificate from DICT.

SECTION 14: DRESS CODE

14.1 Wearing of prescribed office uniform is hereby relaxed for all employees during the implementation of community quarantine;

14.2 In protecting a professional image for our stakeholders and even colleagues specifically during virtual meetings, employees are expected to conduct themselves properly, be well-groomed, and dressed in appropriate office wear or business attire; and

14.3 Any violation shall be ground for disciplinary action.

SECTION 15: VIDEO CONFERENCE DECORUM

15.1 All employees shall observe the following during video conference:

15.1.1 know the agenda before attending the video conference;

15.1.2 be punctual and courteous;

15.1.3 make eye contact to the camera;

15.1.4 check the video and audio before the video conference;

15.1.5 always dress appropriately;

15.1.6 use the "chat" function responsibly;

15.1.7 mute your mic when not speaking;

15.1.8 raise your hand if you want to speak;

15.1.9 ensure your area is well lit, clean and appropriate;

15.1.10 do not make unnecessary noise;

15.1.11 avoid eating.

15.2 All employees shall also adhere to the format of your display name during the conference unless specific format from the organizer must be followed:

DOE_(Bureau / Office / Services / Field Office)_(Given Name_Surname)

Example: DOE EPPB Juan Dela Cruz

SECTION 16: CHANGE OF WORK ARRANGEMENT

16.1 Personnel may request change of work arrangement with justifiable reason upon the endorsement of the Head of Office subject to the approval of LEAP Monitoring Group; and

16.2 Depending on the exigency of service, the Head of Office may call upon immediately the employees under the work-from-home arrangement to report physically at the office;

SECTION 17: TRANSITIONAL PROVISION

17.1 With the existing rules and regulations stipulated in the Public Service Continuity Plan (PSCP), the bureaus / services / offices / field offices shall submit the following to the LEAP Monitoring Group:

17.1.1 Application for eligible employees with updated contact numbers / details citing specific provision in this DO;

17.1.2 Monthly schedule of the office;

17.2 Employees who are considered MARPs should reapply after the effectivity of this Order;

17.3 Upon the receipt of the LEAP Monitoring Group, an evaluation will be conducted and the list of employees who are eligible as MARPs shall be endorsed to the Secretary for approval.

17.4 Required certifications, such as Medical Certificate and other supporting documents, may be submitted within 15 working days after the effectivity of this DO.

SECTION 18: NON-COMPLIANCE TO THIS ORDER

Violations of the provisions of this Order shall be administratively penalized in accordance with the Civil Service Commission's 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).

SECTION 19: CONSTRUCTION OR INTERPRETATION

Nothing herein shall be construed as an impairment, restriction or modification of the provisions of the Constitution or existing laws. In the exercise of powers granted in this Order, all concerned officials and personnel must act consistent with other existing laws, rules and regulations.

SECTION 20: SEPARABILITY CLAUSE

In case any provision in this Department Order is declared invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected.

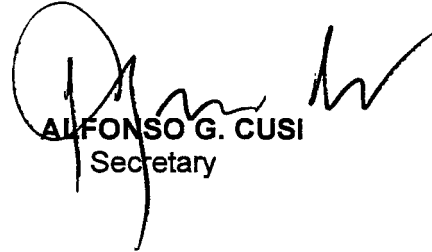
SECTION 21: REPEALING CLAUSE

Any department issuance, contrary to or inconsistent with this Order is hereby repealed, modified or amended accordingly.

SECTION 22: EFFECTIVITY

This Order shall take effect immediately upon its signing by the Secretary, Department of Energy.

Signed this **DEC 29 2020** day of _____ 2020 at DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.



ALFONSO G. CUSI
Secretary



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

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