OFFICIAL RELEASE

COMMISSION ON AUDIT
DEPARTMENT OF BUDGET AND MANAGEMENT
JOINT CIRCULAR NO. 1 s. 2020

March 19, 2020

TO : HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL OFFICES ENJOYING FISCAL AUTONOMY, STATE UNIVERSITIES AND COLLEGES (SUCS), AND GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCS); LOCAL WATER DISTRICTS (LWDS); LOCAL GOVERNMENT UNITS (LGUS); AND ALL OTHERS CONCERNED

SUBJECT : **Interim Guidelines Governing Contract of Service (COS) and Job Order (JO) Workers in Government for the Duration of the State of Calamity and Community Quarantine Due to the Corona Virus Disease (COVID-19)**

1.0 Background

The Office of the President issued Proclamation No. 929, s. 2020 and Memorandum Circular (OPMC) dated March 16, 2020, declaring the country under the State of Calamity and placing the entire Luzon including the National Capital Region (NCR) under *Enhanced Community Quarantine* for the period from 12 a.m. of March 17, 2020 until 12 a.m. of April 13, 2020. Simultaneously, a number of local government units (LGUs) have implemented Community Quarantine in their respective jurisdictions for the same period. In the said issuances, government agencies, except the Philippine National Police (PNP), Armed Forces of the Philippines (AFP), Philippine Coast Guard (PCG), emergency frontline services, border control and other critical services, as well as private sector employers are enjoined to adopt work-from-home arrangement, create skeletal workforce and implement stringent social distancing measures.

As government agencies have begun adopting alternative work arrangements for this situation, there is a need to integrate COS and JO workers' work schedule and their welfare in the internal guidelines of government agencies that are engaging their services.

2.0 Scope and Coverage

This Joint Circular shall cover all COS and JO workers whose services are directly engaged by Departments, Bureaus, Offices, and Agencies of the National Government, including Constitutional Offices, SUCs, GOCCs, and LWDs for the duration of the State of Calamity and Community Quarantine due to the COVID-19.

LGUs are encouraged to adopt this Joint Circular.

CERTIFIED TRUE COPY
MARISSA A. SANTOS
Chief Administrative Officer
CENTRAL RECORDS DIVISION

Institutional COS workers assigned in government agencies to provide services such as janitorial, security, consultancy and other support services are excluded from the coverage of this Joint Circular.

3.0 General Guidelines

3.1 COS and JO workers, whose services are engaged by agencies located in Luzon, including the NCR, under the *Enhanced Community Quarantine,* may be considered for the following alternative work arrangements only:

a. Work from home; and
b. Skeletal workforce – for the PNP, AFP, PCG, emergency frontline services, border control, and other critical services in government.

3.2 COS and JO workers, whose services are engaged by agencies located in Visayas and Mindanao under the *General Community Quarantine,* may be considered for the following alternative work arrangements:

a. Skeletal workforce;
b. Work from home;
c. Compressed work week; and
d. Staggered working hours.

3.3 COS and JO workers who will be part of the agency skeletal workforce and will be able to physically report for work during the quarantine period may be granted appropriate additional benefit, as may be authorized by the Office of the President.

3.4 COS and JO workers who will be required to work from home shall be paid their corresponding salaries/wages during community quarantine period.

3.5 COS and JO workers who will not be required to report for work due to work suspension and those who are not part of the agency skeletal workforce shall be paid their corresponding salaries/wages during community quarantine period as exception to the "no work, no pay" principle for this occasion only.

3.6 COS and JO workers shall strictly observe strict *social distancing* measures in the workplace, *i.e.,* maintaining at least one-meter radius, and practice personal hygiene like regular handwashing and proper coughing and sneezing etiquette.

4.0 Support Mechanisms

Agencies shall ensure that COS and JO workers are provided with support mechanisms, such as but not limited to clean workplace, essential provisions/toiletries like hand soap and 70% rubbing alcohol/alcohol-based hand sanitizers in the workplace, health/psycho-social interventions like stress debriefing, and appropriate technologies to minimize face-to-face or close contact.

5.0 Resolution of Issues

Issues and concerns that may arise in the implementation of this Joint Circular shall be resolved by the COA and DBM, as appropriate.

6.0 Retroactive Application

The implementation of the provisions of this Joint Circular shall be retroactive to March 15, 2020 or the date of the beginning of the duration of community quarantine period.

7.0 Effectivity

This Joint Circular shall take effect immediately.

MICHAEL G. AGUINALDO
Chairperson
Commission on Audit

WENDEL E. AVISADO
Secretary
Department of Budget and Management