



Republic of the Philippines  
Professional Regulation Commission  
Manila



PROFESSIONAL REGULATION COMMISSION  
MEMORANDUM ORDER NO. 17  
SERIES OF 2020

**TO :** CONCERNED PRC OFFICIALS AND PERSONNEL  
CENTRAL AND NATIONAL CAPITAL REGION OFFICES

**SUBJECT :** INTERIM GUIDELINES FOR THE IMPLEMENTATION OF  
“SOCIAL DISTANCING MEASURES AND FURTHER GUIDELINES  
FOR THE MANAGEMENT OF THE CORONAVIRUS DISEASE 2019  
(COVID-19) SITUATION”

In view of the 13 March 2020 Memorandum from the Executive Secretary prescribing Social Distancing Measures and Further Guidelines for the Management of the COVID-19 Situation following the issuance of IATF Joint Resolution No. 11 (s.2020) approving the recommendation of the DOH Technical Advisory Group imposing Stringent Social Distancing Measures in the National Capital Region for a period of thirty (30) days effective March 15, 2020 to April 14, 2020 (“Community Quarantine Period in the NCR”), Presidential Proclamation No. 922 dated 8 March 2020 declaring a State of Public Health Emergency throughout the Philippines, Department of Labor and Employment Administrative Order No.99 (s.2020), and Civil Service Commission Memorandum Circular No. 7 (s.2020), the Professional Regulation Commission (PRC), hereby promulgates the following interim guidelines:

**I. COVERAGE**

These interim guidelines shall cover the operations at the PRC Central and National Capital Region (NCR) offices.

**II. GENERAL GUIDELINES**

1. Work at the Central and NCR Offices, including Service Centers and OSSCOs, shall be suspended from March 15, 2020 to April 14, 2020 or until the lifting of the period by the Office of the President subject to the implementation of the required skeletal workforce in order to maintain the unimpeded delivery of services.
2. All PRC personnel in all PRC Central and NCR Offices shall comply to the 4-day workweek and skeletal workforce scheme except for the following personnel:
  - a. ICT Programmers
  - b. Medical Officer, Nurse
  - c. Staff of the Office of the Chairman, Commissioners and Assistant Commissioner as directed by the Chairman/Commissioners/Assistant Commissioner
  - d. Directors/OIC-Directors, Division Heads/OICs
  - e. Regional Coordinators
  - f. Job Order Workers (JOWs)

The above exempted personnel shall render their regular work schedule. For JOWs, applicable rules as may be prescribed by the Department of Labor and Employment and the Department of Trade and Industry to safeguard their welfare shall be observed.

3. Accommodation of confirmed appointments within the Community Quarantine Period in the NCR shall be suspended.

4. Only persons with official business shall be allowed to enter the PRC premises.
5. Mass gathering within the PRC premises shall be prohibited and social distancing (maintaining distance of at least one (1) meter radius between and among participants during the entirety of the event) shall likewise be strictly observed in all essential work-related meetings and activities.

### III. SPECIFIC GUIDELINES

During the Community Quarantine Period in the NCR, the following shall be observed:

#### A. PERSONNEL

##### 1. Skeletal Work Force

- a. The Head of the Offices/Divisions/Units shall ensure that their respective offices shall be manned from Mondays to Friday, thus the **Mondays to Thursdays or Tuesdays to Fridays** scheme shall be applied. Fifty percent (50%) of the workforce is recommended to man during the 1<sup>st</sup> week, the remaining fifty percent (50%) the following week and alternately until April 14, 2020 or until the lifting of the period by the Office of the President.
- b. Heads/Chiefs/OICs of Offices/Divisions/Units shall ensure that transactions of their respective offices/division are attended to by the established skeletal workforce.

##### 2. Four-Day Workweek Scheme

- a. Personnel must render not less than ten (10) hours of work a day, exclusive of meal periods. They may report for work from 7:00 AM - 6:00 PM or 8:00 AM - 7:00 PM to complete the ten-hour workday.
- b. Personnel who report for work beyond the required hours 7:00 AM and/or 8:00 AM shall be considered tardy. Those who do not complete ten (10) hours in one (1) workday shall be considered undertime. Off-setting of tardiness or undertime shall not be allowed.
- c. The official lunch break shall be maintained at 12:00 NN to 1:00 PM regardless of the time the employee reports for work.
- d. One-day absence shall be considered as a ten-hour absence and shall be deducted proportionately from the employee's leave credits.
- e. Personnel who are required to report for work on their scheduled day-off shall be entitled to 1.5 days compensatory time-off.
- f. Personnel assigned at Service Centers shall observe a 9:00 AM - 8:00 PM work schedule consistent with mall hours.

Copy of the work scheme to be accomplished and submitted to the Human Resource Development Division (HRDD) is attached hereto as Annex A.

#### B. OPERATIONS

##### 1. Appointments/Online Transactions

All confirmed appointments shall be accommodated at their chosen appointment place on the succeeding working days, during office hours, beginning April 15, 2020, or after the lifting of the 30-day Community Quarantine Period in the NCR.

## **2. Conduct of Licensure Examinations**

- a. All previously scheduled licensure examinations in the NCR shall be postponed accordingly.
- b. All application deadlines for licensure examinations shall be extended.

## **3. Conduct of Mass Oathtakings, Conferences, Consultative Meetings or Workshops**

No mass oathtaking, conferences, consultative meetings or workshops that constitute mass gathering, shall be scheduled or conducted. However, special oathtaking with reasonable number of inductees may be held subject to compliance with existing policies and procedures in the conduct of special oath.

## **4. Services under Regulations Office**

- a. All scheduled Inspection and Monitoring of the various Professional Regulatory Boards shall be canceled.
- b. No CPD Program applications with scheduled seminar falling within the Community Quarantine period in the NCR shall be accepted.
- c. Activities of approved CPD Programs that constitute mass gathering within the Community Quarantine Period in the NCR shall be postponed accordingly.

## **5. Legal Services**

- a. All hearings that involve the submission of pleadings such as Position Paper will proceed as scheduled. All other hearings (presentation/offer/examination of evidence) shall be postponed until further notice.
- b. All legal queries, requests for legal advice, or related complaints shall be coursed through correspondence, phone or official e-mail.
- c. Personal filing of pleadings and/or other legal documents shall be allowed provided that the parties, which includes their authorized representatives and counsel, shall fill up a declaration form, attached as Annex B before entering the premises of the office.

## **6. Services at International Affairs Office**

Any scheduled ASEAN or APEC Professional conferment ceremony shall be postponed. Likewise, hosting of events by Professional Regulatory Boards with foreign participants but considered as mass gatherings shall be rescheduled.

## C. WORK PREMISES, SERVICE VEHICLES

### 1. Sanitation/Disinfection

Mandatory sanitation or disinfection of all PRC premises especially those areas used in public transactions, including service vehicles, shall be conducted daily. The Administrative Service shall be responsible in ensuring implementation proper sanitation or disinfection.

### 2. Waiting Areas

The Administrative Service shall ensure the strict implementation of social distancing protocols, including the required one-meter radius between and among individuals, in all waiting areas. The number of transacting public per designated waiting area shall be limited depending on its size, shape and other features.

### 3. PRC Service Vehicles

The use of service vehicles shall be limited to half of its regular capacity.

## D. TRAVEL

Travel to COVID-19 infected countries and localities shall not be allowed. Any related Travel Authority/Order previously issued is considered withdrawn.

This Order shall take effect immediately.

For strict compliance.

Done in the City of Manila, this 13th day of March 2020.



**TEOFILO S. PILANDO, JR.**  
Chairman

WORK SCHEDULE FOR THE 30-DAY COMMUNITY QUARANTINE IN METRO MANILA

NAME	OFFICE/DIVISION/UNIT	PREFERRED SCHEDULE		SCHEME		
		7:00 AM – 6:00 PM	8:00 AM – 7:00 PM	MONDAY-THURSDAY	TUESDAY-FRIDAY	W1 (16-20 March 2020) W2 (23-27 March 2020) W3 (30 March to 03 April 2020) W4 (06 April to 08 April 2020)
JUAN DELA CRUZ	HRDD	/		/		W1 & W3
GREGORIO DEL PILAR	HRDD		/		/	W1 & W3
JUANA DELA CRUZ	HRDD	/			/	W2 & W4
JUAN LUNA	HRDD		/	/		W2 & W4
JOSE A. RIZAL	HRDD		/	/		W1 & W2
JOSEPHINE BRACKEN	HRDD		/		/	W3 & W4

**"ANNEX B"**

**DECLARATION FORM**

1. Name:
2. Nationality:
3. Sex:
4. Age:
5. Contact Number:
6. Address:
7. Purpose of visit:
8. Foreign countries you have visited, transited or travelled in the last 14 days:
9. Provinces, cities and/or municipalities you have visited, transited or travelled in the last 14 days:
11. Have you been sick of any of the following for the past 14 days? (fever, colds, cough, sore throat, difficulty in breathing and/or diarrhea)

I am giving my consent to the collection and processing of my personal data in accordance with the Data Privacy Act and attest to the truth of the foregoing information herein provided.

**Conforme:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_