



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
MEMORANDUM ORDER NO. 20
SERIES OF 2020

TO : **CONCERNED PRC OFFICERS AND PERSONNEL**
PRC OFFICES WITHIN LUZON

CHAIRMEN AND MEMBERS
PROFESSIONAL REGULATORY BOARDS

SUBJECT : **INTERIM GUIDELINES FOR THE PRC LUZON OFFICES DURING THE LUZON-WIDE ENHANCED COMMUNITY QUARANTINE**

Pursuant to the 16 March 2020 Memorandum Circular from the Executive Secretary on the imposition of the Enhanced Community Quarantine and the Stringent Social Distancing Measures over entire Luzon, Department of Labor and Employment (DOLE) Memorandum dated 16 March 2020 requiring offices with frontline services to arrange special work shift to ensure continuous delivery of services to the clientele, Civil Service Commission (CSC) Announcement No. 13 (s. 2020) on Alternative Work Arrangement, and Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular Order No. 1 (s.2020) providing the Interim Guidelines Governing Contract of Service and Job Order Workers, the following interim guidelines are hereby promulgated:

I. COVERAGE

These guidelines shall cover the operations at the PRC offices in the entire Luzon during the Enhanced Community Quarantine period.

II. GENERAL GUIDELINES

1. Work at the PRC Offices in the entire Luzon shall be suspended from March 17 until April 12, 2020, or until the lifting of the Enhanced Community Quarantine period by the Office of the President, subject to the implementation of the skeletal workforce and work-from-home arrangement.
2. All officers and key personnel shall be considered on call or are required to be on standby and shall ensure that their lines of communication are open specially during business hours.
3. All PRC personnel shall perform their designated functions as may be applicable under the work from home arrangement or skeletal workforce as provided in these guidelines.
4. For purposes of the approval of Commission issuances or the processing of official documents/instruments, the use of electronic signatures, if appropriate, shall be utilized during the Enhanced Community Quarantine period, subject to applicable rules and regulations, and upon approval of the Commission.
5. For consultation and coordination purposes, concerned Chairmen and Members of the various Professional Regulatory Boards (PRBs) shall likewise ensure that their lines of communication are open during the Enhanced Community Quarantine period.

III. SPECIFIC GUIDELINES

During the Enhanced Community Quarantine period in the entire Luzon, the following shall be observed:

A. WORK-FROM-HOME ARRANGEMENT

1. **Covered Personnel.** All personnel, regardless of the status of employment (Regular and Job Order Workers) whose nature of work/functions can be performed online or from home shall be covered by this work arrangement.

All Heads of Offices/Divisions/Units shall identify those personnel under their supervision, who shall be covered by the work-from-home arrangement, considering the nature of assignment, and existing policies on ICT and data security. The concerned offices/divisions/units shall be required to submit to the Human Resource and Development Division (HRDD) their respective work from home plan for the entire period of the Enhanced Community Quarantine. The work plan should contain, but not limited to, the following:

- a. Nature of work assignment/function of the identified personnel, the expected outcome/s (deliverables/outputs) including the timelines of submission, and resource requirements;
- b. Mode of communications and transmittal of documents;
- c. Manner of securing approval, if needed

The prescribed template is hereto attached as Annex A.

2. **Exemptions.** Personnel whose nature of work would deem it impractical to render work-from-home, shall be exempted from these Guidelines. Concerned Heads of offices/divisions/units shall provide the list of their staff who cannot provide work-from-home services.
3. **Business Hours.** Business hours under the work-from-home arrangement shall be from 8:00AM to 5:00PM.
4. **Daily Time Record (DTR).** The use of the Attendance Monitoring System shall be suspended and the HRDD shall apply alternative schemes appropriate to work-from-home arrangement.
5. **Communications.** Communication lines especially through official emails and officially registered contact numbers shall remain open at all times. All concerned Heads of offices/divisions/units shall ensure that all correspondences thru email and other concerns shall be addressed immediately and accordingly.

While the use of other communication means such as Viber or Messenger is highly encouraged for communication purposes, concerned offices/divisions/units are required to course through the official email addresses, any official request or communication for record purposes. Concerned Heads of offices/divisions/units shall make sure and monitor that their staff are connected or there is an open line with them.

Data privacy/security considerations shall always be properly observed.

6. **Deliverables, Assignments.** Deliverables under the work-from-home scheme shall be output-based.

All Heads of Offices/Divisions/Units shall have the discretion to assign the specific deliverables, and designate assignments to those identified staff that can render work-from home.

7. **Reporting.** All personnel under work-from-home shall be required to submit a daily report of accomplishment to their immediate supervisor. Heads of Offices and Divisions in the Central Office and Directors/Coordinators of the concerned Regional Offices shall thereafter prepare a weekly overall report of accomplishments covering the working days rendered under the work-from-home arrangement, for submission to the HRDD.

As all officers and personnel are required to be on call or be on standby during business hours, those officers or personnel who failed to provide response, performed the assigned work-from-home assignment, or to comply with the directive of the immediate supervisor within the required or reasonable period of time, without justifiable cause, shall be considered, upon the recommendation of the immediate supervisor, 1) absent, or 2) as basis for poor performance to be reflected on the Individual Performance Commitment Review (IPCR).

8. **Resources and Expenses.** Expenses incurred in the use of necessary resources such as communication and internet expenses (except for officers already receiving Communication Allowance) and other office supplies necessary in the rendering of work-from-home services but were otherwise provided personally by the concerned personnel, shall be subject to necessary reimbursement subject to applicable accounting and auditing rules and the submission of required supporting documents such as Official Receipts, Individual Daily Accomplishment Report, or Certification of Expenses (for expenses 300 pesos or below).

Transportation, as well as travel schedule, shall be prepared and made available by the Administrative Service. When needed, such as completion of assigned tasks by the above identified offices, the PRC drivers may be authorized to render transport services to the exempted officers or employees herein identified, subject likewise to the issuance of appropriate travel certification or authority.

B. SKELETAL WORK FORCE

1. Subject to the applicable provisions of issuances on the establishment of skeletal work force in the Executive Branch, skeletal work force whenever appropriate, shall be required to deliver critical services as may be determined by the Commission.
2. Heads of Offices/Divisions under the skeletal work force shall ensure that their respective offices/divisions shall be manned by the minimum number of qualified personnel, upon approval of the Commission, within the approved period as may be required.

Where the physical presence of particular officers/personnel are necessary, such as those under the Administrative Service (AS) and the Planning, Monitoring, and Financial Services (PMFS), or for other services identified by the Commission that are critical to PRC operations/programs, concerned officers/personnel shall report to work when needed at the proper PRC office, upon the issuance of a Travel Authorization / Accreditation Order and Certificate of Employment to comply with Community Quarantine checkpoint or inspection requirements.

3. All personnel rendering services under the skeletal workforce shall strictly observe social distancing measures within the PRC premises, including proper hygiene, and personnel with existing medical issues shall not be assigned
4. All personnel under the skeletal work force shall be afforded transportation and be granted appropriate additional benefits as may be provided by law, and be

issued the required Authorization or Accreditation Order and Certificate of Employment for compliance to Community Quarantine checkpoint or inspection requirements

C. OPERATIONS

1. To ensure minimal disruption arising from the Enhanced Community Quarantine period to PRC operations, all Offices shall spearhead their respective strategic planning for the adjustment of the conduct of examinations, inspection and monitoring, conferment ceremonies, in-house workshops and seminars, conduct of administrative hearings and conciliation proceedings, and other mandated functions for the approval of the Commission. Concerned offices, in coordination with the various PRBs when necessary, shall be required to prepare their alternative operational schemes to make up for the postponed/cancelled activities and catch up for delayed performance targets.
2. Periodical financial, planning and other official reports/documents due for submission to other government agencies but can be submitted electronically, shall be complied with by the responsible offices, unless otherwise extended by the agency recipients thereof.
3. All affected bidding and procurement activities shall be rescheduled accordingly by the Bids and Awards Committee except for the procurement of supplies necessary in the disinfection and sanitation of PRC premises, or those that can be procured through shopping or online, subject to compliance with existing procurement laws.

D. WORK PREMISES

1. Sanitation/Disinfection

Prior to the resumption of operations after the Enhanced Community Quarantine period, proper sanitation or disinfection of all PRC premises including service vehicles, shall be conducted. The Administrative Service in the Central Office and the Regional Directors/Coordinators in concerned Regional Offices shall be responsible in ensuring proper sanitation or disinfection as required. Said officials shall likewise be responsible in coordinating with the mall managers or building administrators regarding the sanitation or disinfection of the concerned PRC Service Centers and OSSCO offices.

2. Utility and Security Manpower

The janitorial complement assigned in PRC shall operate through a skeletal work force where needed, and the security services shall continue to operate on a regular working complement, and as authorized by the Commission.

E. SERVICE VEHICLES

The Administrative Service in the Central Office and the Regional Directors/Coordinators in concerned Regional Offices shall ensure the provision of shuttle service for the personnel or staff, should there be any functioning as skeletal work force.

In compliance with the strict social distancing protocols, the use of PRC vehicles shall be limited to half of its regular capacity.

F. REPEALING CLAUSE

Memorandum Order No. **20**
INTERIM GUIDELINES FOR THE PRC LUZON OFFICES DURING THE
LUZON-WIDE ENHANCED COMMUNITY QUARANTINE

Any provision of PRC issuances inconsistent herewith is hereby amended or modified accordingly.

This Order shall take effect immediately.

For strict compliance.

Done in the City of Manila, this 19th day of March 2020.



TEOFILO S. PILANDO, JR.
Chairman

WORK FROM HOME PLAN March 18-March 30, 2020

 Office/Division

NAME OF EMPLOYEE	WHEREABOUTS OF EMPLOYEE	SPECIFIC ACTIVITIES/ UNDERTAKING TO BE DONE DURING THE WORK FROM HOME ARRANGEMENT ¹	DELIVERABLES/ EXPECTED OUTPUTS/ NEEDED ACTION ²			MODE OF COMMUNICATION/ TRANSMITTAL OF DOCUMENTS	MANNER OF SECURING APPROVAL (IF NEEDED)	REMARKS
			March 16-20	March 23-27	March 30- April 7			

¹Enumerate all activities, undertakings, actionable document (including the source e.i. PRC regional offices, emails, etc)
²Please specify the actions to be taken, output of the division, and how should they be transmitted to the specific Office/Division

Prepared By:

Certified correct/Submitted by:

Division Chief/OIC