



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
MEMORANDUM ORDER NO. 25

Series of 2020
May 11, 2020

TO : ALL CONCERNED OFFICERS AND PERSONNEL
PRC Regional Offices under General Community Quarantine

SUBJECT : Adoption of Alternative Work Arrangement for Regional
Offices Operating Under General Community Quarantine

Pursuant to Resolution No. 2000540 (Revised Interim 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) dated 7 May 2020 and Memorandum Circular (MC) No. 10 dated 9 May 2020 of the Civil Service Commission (CSC), the following shall be implemented in all Regional Offices operating during the General Community Quarantine (ROs-GCQ) and until the lifting of the State of National Emergency:

- 1) Regional Directors/Officers-in-Charge (OICs)/Coordinators of ROs-GCQ are given the discretion to adopt and implement their own Alternative Work Arrangement (AWA) in their respective jurisdiction;
- 2) ROs-GCQ shall formulate their own internal rules and regulations governing their respective AWA they have adopted and implemented in their offices. The same shall be immediately submitted to the HRDD for record purposes.
- 3) ROs-GCQ shall likewise adopt their respective monitoring mechanism and shall ensure submission of weekly accomplishment report to the HRDD-Central Office every 1st day (Monday) of the following week (following the reference week).
- 4) Regardless of the adopted AWA by the ROs-GCQ, Directors/OICs/Coordinators shall ensure that there are employees reporting for the whole workweek (Mondays-Fridays) and that the equivalent required 40-hour workweek is complied with. Further, for purposes of computing the 40-hour requirement per week, the rendered work under Work-From-Home (WFH) arrangement, regardless if the same is combined with other AWA, shall be given the equivalent hours of work.
- 5) Regional Directors/OICs/Coordinators of ROs-GCQ shall ensure strict compliance to the provisions of CSC MC No.10, attached herewith as Annex A, and all other applicable directives issued by pertinent national agencies and local government units, in addition to the relevant policies adopted by the Commission.

This Order shall take effect immediately.

For compliance.

TEOFILO S. PILANDO, JR.
Chairman