



Republic of the Philippines
Office of the President
Philippine Postal Corporation

MEMORANDUM

TO : All Assistant Postmaster General
All Area Directors concerned
All Department Managers concerned
All Chiefs of Division concerned
All Employees concerned

SUBJECT : Administrative Guide on the Adoption of Work Arrangements during the Period of Modified Enhance Community Quarantine (MECQ) and Enhanced Community Quarantine (ECQ)

DATE : 05 August 2021

I. Background

On 30 July 2021, President Rodrigo Roa Duterte approved the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (ITAF-EID) *Resolution No. 130-A s. 2021* placing the National Capital Region (NCR) under Enhanced Community Quarantine from August 6 until August 20, 2021.

Further, in the same ITAF-EID Resolution No. 130-A, the provinces of Ilocos Norte and Bataan, Mandaue City, Lapu-Lapu City, Cebu City, and Cebu Province were placed under Modified Enhanced Community Quarantine (MECQ) until 15 August 2021, while Ginoog City of Misamis Oriental, Iloilo, Iloilo City, and Cagayan de Oro were placed under Enhanced Community Quarantine until 7 August 2021.

II. Reference

Memorandum Circular No. 85 and Memorandum Circular No. 87, issued on 19 March 2021 and 03 August 2021, respectively, by Executive Secretary Salvador C. Medialdea, Office of the President of the Philippines, Malacañang, Manila;

Inter- Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) Resolution No. 130-A, Series of 2021 issued on July 29, 2021;

Inter- Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments with Amendments as of 20 May 2021;

Inter- Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of March 28, 2021;



Inter- Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of February 18, 2021;

Civil Service Commission (CSC) Memorandum Circular No. 18 s. 2020 dated 15 October 2020 re: Amendments to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic;

Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2020, re: 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.

III. Guidelines

In view of the shift of National Capital Region (Metro Manila) and some provinces to ECQ and MECQ starting August 2021, the following guidelines shall be observed in terms of workforce capacity in the offices and post offices in Metro Manila and some provinces.

Scope and Coverage ¹		
Affected Areas	Risk Classification	Period
National Capital Region	Enhanced Community Quarantine	6-20 August 2021
Gingoog City of Misamis Oriental	Enhanced Community Quarantine	1-7 August 2021
Iloilo and Iloilo City	Enhanced Community Quarantine	1-7 August 2021
Cagayan de Oro City	Enhanced Community Quarantine	1-7 August 2021
Ilocos Norte	Modified Enhanced Community Quarantine	1-15 August 2021
Bataan	Modified Enhanced Community Quarantine	1-15 August 2021
Mandaue City	Modified Enhanced Community Quarantine	1-15 August 2021
Lapu Lapu City	Modified Enhanced Community Quarantine	1-15 August 2021
Cebu City ²	Modified Enhanced Community Quarantine	1-15 August 2021
Cebu Province ³	Modified Enhanced Community Quarantine	1-15 August 2021

1. Postal Operations

- 1.a All Delivery Post Offices shall be **open and operate at full capacity** to cater to the acceptance and delivery of all mails. Post Offices which are holding offices at closed Establishments will likewise be **closed**.
- 1.b All Offices of Exchange including the PhilID Center, Customer Service, Postal ID Center, Business Mail Service Office (BMSO), and the Network and Transport Department **shall operate at full capacity** to ensure continuous receipt, collection, processing, and dispatch of all inbound and outbound mails, PhilID Cards, and Postal ID. Acceptance of application, processing and delivery of Postal IDs shall be maintained. However, rush application thereof shall be temporarily suspended.

¹ ITAF-EID Resolution No. 130-A dated 29 July 2021

² Subject to further appeals by their respective LGUs

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- 1.c. The regular schedule (7 days a week) of the pick-up/collection of PhilID cards shall be observed.
- 1.d. Employees who will have difficulty in commuting to the Office from their place of residence may be allowed to stay at their respective offices provided that minimum health protocols are observed and the upkeep of the office is maintained.
- 1.e. The Network and Transport Department is authorized to utilize organic vehicles to pick-up essential employees from their respective residences.

2. Administrative Offices

Workforce in offices rendering **administrative support services** in the Central Office and Area Offices shall observe the **50% operational capacity during MECQ**, and **30% operational capacity during ECQ** provided that the respective basic functions of the offices will be effectively delivered.

2.a. Heads of office concerned are directed to adopt the most appropriate work arrangement/ schedule or work plan as to the number of employees who will be permitted/ required to physically report to work and who will be allowed to work-from-home (WFH) at a given time. Work arrangement/ schedule shall be duly signed by the Manager/head of office, and shall be submitted to the Human Resource Management Department (HRMD) for the Central Office/ Area HR Section for the Areas.

2.b. Employees under WFH schedule are given tasks to be performed to the full extent possible in terms of man-days per week.

2.c. **Employees under WFH should make themselves available during the work hours** and shall submit **Accomplishment Report** to the Head of Office to reflect the activities they performed.

2.d. In the exigency of service, employees or officers may be required to physically report to work notwithstanding their work-from-home schedule.

2.e. Employees must protect confidentiality of information, data, etc. acquired while working at home pursuant to Republic Act No. 10173 (Data Privacy Act of 2012).

2.f. Payment of hazard pay of employees who will be physically reporting to work shall be allowed subject to the availability of funds.

2.g. Employees who will have difficulty in commuting to the Office from their place of residence may be allowed to stay at their respective offices provided that minimum health protocols are observed and the upkeep of the office is maintained.

3. Postal Workers must at all times wear their **Post Office ID** as proof that they are **Authorized Persons Outside Residence** and bring other documents being required by

the concerned LGU whenever traveling to and from the Office to their place of residence to avoid any inconvenience.

4. Managers and Division Heads concerned must always be around or available and ensure that these guidelines are properly observed in their respective offices. They shall also validate the activities/ accomplishment of their employees during WFH.

IV. Health and Safety Protocol

1. Minimum health standards must be strictly observed inside the workplace.
2. Strict adherence to health protocols at the workplace such as mandatory wearing of face mask, face shield, frequent hand washing and sanitizing, and maintain a six (6)-feet physical distancing must be implemented at all times.
3. Prolonged face to face interaction between workers and clients is discouraged and masks shall be worn at all times and not to be removed. Meetings requiring physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussion among employees.

In case there is a conflicting provision between these guidelines and the guidelines issued by the LGUs, the latter shall prevail. In such case, the Area Directors may implement other work arrangement in their respective areas in consonance with their respective LGU guidelines. Provided, such guidelines issued by the Area Director shall be submitted to the Office of the Postmaster General.

Area Directors are required to submit daily situational report to the Office of the Postmaster General copy furnish the Office of the Assistant Postmaster General for Operations.

This Memorandum takes effect on August 6, 2021 and shall be enforced until the MECQ and ECQ are lifted.

For guidance and implementation.



NORMAN N. FULGENCIO
Postmaster General and CEO