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Fertilizer and Pesticide Authority
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November 20, 2020

OFFICE ORDER
NO. 20
Series of 2020

**SUBJECT : REVISED RULES ON WORK ARRANGEMENT AT THE
FERTILIZER AND PESTICIDE AUTHORITY (FPA)**

BACKGROUND

On November 5, 2020 the Department of Agriculture (DA) issued Administrative Order No. 35 series of 2020 entitled "*Prescribing the Rules on Work Arrangement at the Department of Agriculture (DA-CO, DA-RFOs and Bureaus) and Attached Agencies and Corporations*" requiring all offices to increase the number of personnel reporting on-site to 100% of the personnel complement not categorized to any individuals with special protection under CSC Memorandum Circular No. 10 series of 2020.

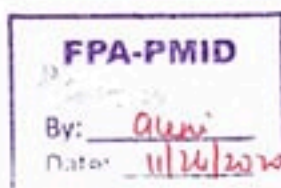
The Civil Service Commission issued Memorandum Circular Nos. 18 (CSC MC No. 18) and 23 (CSC MC No. 23) series of 2020 entitled "*Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic*" and "*Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID19 Pandemic*" on October 15 and November 16, 2020 respectively. CSC MC No. 18 ensures the implementation of CSC MC 10 s. 2020 and to be consistent with the amended Inter-Agency Task Force on the Management of Emerging and Infectious Diseases (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines. CSC MC No. 23 provides the treatment of absences of government officials and employees during the period of community quarantine.

OBJECTIVES

To ensure compliance with the issuances DA and CSC, this Agency hereby adopts these guidelines:

COVERAGE

These revised rules on work arrangement shall cover all FPA Personnel in the Central Office and Regional Field Units. FPA personnel shall be grouped into the following:



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- A. Personnel falling under **any** of the categories of individuals who are accorded special protection under CSC MC No. 10 as amended by CSC MC No. 18 s. 2020 as follows:
- Below 21 years old or 60 years old and above;
 - With immunodeficiency, comorbidities, or other health risks;
 - Pregnant Women; or
 - Residing with the aforementioned in areas placed under GCQ and MGCQ
- B. All FPA employees, except those categorized in Group A

GUIDELINES

1. WORK ARRANGEMENTS

- All personnel belonging to Group B shall report on-site on all workdays.
- Personnel belonging to Group A shall report three times (3x) a week. The remaining two (2) days of the week will be on a Work-from-Home arrangement. These specially protected personnel shall only be required to report to work (on-site) only in cases where their services at the workplace or work assignment are indispensable. Accordingly, their reporting to work (3x a week) or on instruction to report to work while on WFH schedule must have been borne of a careful assessment by the concerned Head of the Division/Field Unit that they have to render indispensable service/s on site.
- All personnel reporting on-site must register their attendance thru finger scanning and signing in the Log-book.
- The Heads of Divisions/Field Units shall be responsible in preparing the schedule of their personnel and ensure that the AWA in the office is completed every week.
- The 2-day Work-from-Home shall be scheduled in order not to prejudice public service delivery.
- Personnel under Work-from-Home shall make themselves available during the work hours that they are at home.
- Employees who report on-site shall be entitled to Compensatory Overtime Credit/ Overtime Pay for hours rendered beyond normal 8 hours on scheduled work days or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015, as amended and other related civil service, budgeting, accounting and auditing rules and regulations.

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- 1.8. The Agency Head thru the Division Chiefs/Regional Officers shall give priority to the preferred schedule of employees belonging in Group A. Requests for different work schedules/arrangement of employees with immunodeficiency, comorbidities, or other health risk/conditions must be supported with medical certificate and other medical records.
- 1.9. The Heads of Divisions/Field Units shall require sufficient or reasonable proof of the conditions that qualify personnel to the special protections under CSC MC No. 10 revised by MC 18 s. 2020. These include:
 - 1.9.1 Re: existence of immunodeficiency/comorbidity: medical certificates or records;
 - 1.9.2 Re: existence of other health risks - medical certificate stating that a specific condition of the concerned individual puts him/her at a high risk of developing severe illness due to and/or severe complications of COVID-19;
 - 1.9.3 Re: "Residing with the aforementioned in areas placed under GCQ/MGCQ" - Signed statement specifically describing his/her circumstances relevant to the special protection being accorded. Concerned personnel shall, in this regard provide proof of the age, comorbidity, immunodeficient condition, other health risks of the person with whom he/she claims to be residing.

Proof of age of personnel who are 60 years old and above shall no longer be required as their ages should be matter of record (i.e. entered into the individual/ official records of the concerned personnel)

- 1.10. The Heads of Divisions/Field Units shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc. during the implementation of the work from home arrangement to ensure that public service delivery is not prejudiced.
- 1.11. The Heads of Divisions/Field Units may adopt performance standards to guide employees in the delivery of their assigned tasks, like a point system where each output is assigned points based on length of time, complexity or other criterion which is aligned with FPA's Strategic Performance Management System (SPMS) approved by the Civil Service Commission.

2. TREATMENT OF ABSENCES OF PERSONNEL DURING THE PERIOD OF COMMUNITY QUARANTINE

- 2.1. Absences of officials and employees during the imposition of community quarantine due to any of the following circumstances shall be considered as excused absences:

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- 2.1.1. Stranded abroad or locally while on official travel due to the suspension of all forms of transportation (land, sea and air);
 - 2.1.2. Stranded abroad or locally while on approved personal travel (vacation or sick leave) due to the suspension of all forms of transportation (land, sea and air); provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided, further that the excused absence covers only the period they are scheduled to report back and for the duration of the ECQ/MECQ/GCQ;
 - 2.1.3. Unable to report for work due to health-risks provided they are not qualified for work-from-home arrangement;
 - 2.1.4. Unable to report for work due to the imposition of lockdown declared by the President of localized lockdown under Section 2 of Executive Order No. 112, s. 2020;
 - 2.1.5. Unable to report for work due to suspension of public transportation, or no agency service vehicle/shuttle service was provided to the employees who are on skeleton workforce, subject to the internal guidelines adopted by the agency covering allowed distance between residence and place of work; and
 - 2.1.6. Jobs/tasks of officials and employees cannot be performed through work-from-home arrangement, and the agency has not assigned any other task(s).
- 2.2. Absences of officials and employees due to any of the following reasons shall be considered either as vacation or sick leave and shall be charged against earned vacation/sick leave credits:
- 2.2.1. Failure to report to work after the approved personal leave of absence (locally or abroad) of those who could not present proof as required in item 2.1.2 of this issuance;
 - 2.2.2. Failure to report for work after undergoing the required quarantine leave and/or required COVID-19 treatment leave, except for conditions cited in Items 2.1 3, 4 and 5;
 - 2.2.3. Failure to report for work of those whose alternative work arrangement requires physical presence in the office and assigned as skeleton force, and support mechanisms are provided like transportation or housing quarters, except those under Item 2.1.3; and

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- 2.2.4. Failure to make themselves available during work hours, without justifiable reason, while they are at home in cases where no assignment is given, e.g. non-response to calls or messages.
- 2.3. Approved leave/s of absence (vacation and/or sick leave) of officials and employees prior to the imposition of community quarantine which took effect during the community quarantine, shall still be considered as leave/s of absence and shall be charged against their earned leave credits, unless their request for cancellation or deferment of leave was approved by the agency head or authorized official.
- 2.4. Officials and employees who were on absence without approved leave (AWOL) prior to March 16, 2020 until the declaration of the community quarantine shall still be considered on AWOL for the period that they have not signified to report for work during the community quarantine.
- 2.5. Officials and employees who were stranded abroad with approved leave but without travel authority shall be considered absent, and such absences shall be charged against earned vacation and/or sick leave as applicable.
- 3. RESTORATION OF LEAVE CREDITS**
Leave credits deducted from the officials and employees due to circumstances specified in Item No. 2.1 above shall be restored accordingly.
- 4. REPEALING CLAUSE**
All Orders, memoranda and other issuances which are inconsistent herewith are modified accordingly.
- 5. EFFECTIVITY**
Work Arrangements shall be adopted immediately, further, guidelines on absences during the period of community quarantine shall take effect retroactively on March 16, 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until the State of Public Health Emergency has been lifted by the President of the Philippines.


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Executive Director

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