



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DD2020-03-0005

**GUIDELINES IN THE IMPLEMENTATION OF THE DEPARTMENT OF ENERGY
ALTERNATIVE WORKPLACE SCHEMES**

WHEREAS, Proclamation No. 922, dated 08 March 2020, declared a "State of Public Health Emergency throughout the Philippines due to the Corona Virus Disease - 2019 (COVID-19)."

WHEREAS, Section A of Resolution No. 11, dated 12 March 2020, of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases states that "the Code Alert System for the COVID-19 public health event is hereby raised to Code Red Sublevel Two (2)."

WHEREAS, Section B.4. of the same resolution states that "work in the executive branch shall be suspended during the said period (15 March to 14 April 2020), without prejudice to the formation of skeletal workforces by government agencies in order to maintain the unimpeded delivery of services to the public, provided that health and emergency frontline services shall continue in full operation, provided finally that the legislative branch and the judiciary shall be encouraged to adopt the same policy."

WHEREFORE, in response to the current health threat and in order to ensure the safety and protection of its employees without jeopardizing the delivery of its services, the Department of Energy (DOE) hereby resolves to adopt the following guidelines in the implementation of the **Alternative Work Schemes**:

I. Background

In the exigencies of the service, to ensure the safety and protection of its employees, and to address prevalent health threats and concerns, the Department of Energy (DOE) resolves to implement the Alternative Work Schemes.

II. Coverage

These guidelines shall cover the DOE Main Offices and as deemed necessary, shall also include the DOE Field Offices in Luzon, Visayas and Mindanao.

III. Concept and Definition

There shall be two (2) Alternative Work Schemes, as follows:

1. **Alternative Workplace Scheme** is a form of work arrangement that involves an employee **working primarily from home**, rather than in the regular workplace or a conventional office setting with the use of telecommunication and/or computer technologies. Technology plays an important role by

providing the infrastructure and tools that connect home-based workers to their offices and clients.

2. **Skeletal Work Force** is the minimum number of employees needed to ensure business continuity.

IV. Guidelines

A. Alternative Workplace Scheme

1. DOE employees (permanent and coterminous) who have demonstrated responsibility, capacity and initiative to produce outputs/results and accomplishments outside of the workplace and taking into account the nature of work shall observe the Alternative Workplace Scheme for the period of 16 March to 14 April 2020.
2. Employees on using this scheme must be reachable/accessible via mobile phone, email, and other social media platforms, such as, but not limited to Viber, Messenger, Skype, etc., for eight (8) working hours in a day (8:00am to 5:00pm).
3. The Heads of Division/Unit shall set work targets for the employees to accomplish during the duration of the Alternative Workplace Scheme, and shall, in turn, monitor each employee's output.
4. Those employees on Alternative Workplace Scheme shall have the same or equivalent workload and performance standards as those of comparable workers at the DOE premises.
5. The Supervising Undersecretary, Assistant Secretary, Director of Bureaus/Services/Offices and DOE employees shall commit to ensure that confidential and proprietary information are protected at all times and utilized only in accordance with the requirements of the DOE.

B. Skeletal Work Force

1. Discretion is given to the Heads of Division/Unit to identify the skeletal group for their respective Divisions/Units from Monday to Friday within the period of 16 March to 14 April 2020. A list of skeletal groups shall be submitted to the Human Resource Management Division (HRMD).
2. Employees who are part of the skeletal group are directed to report to the office on their assigned day/s.
3. Employees, especially those holding Key Positions, may be required to report to the DOE at any time, other than their assigned day/s, as may be required by their respective superiors should there be urgent matters to attend to.
4. In order for the employees to be home before 8:00pm (curfew time in Metro Manila), they shall be sent home by 4:30pm.