



## Policy on Flexible Work Arrangements in Poro Point Management Corporation

### I. LEGAL BASES:

#### 1. Flexible Work Arrangements in the Government Sector and Government Owned or Controlled Corporations (GOCCs)

Pursuant to CSC Resolution No. 2200209 promulgated on 18 May 2022, the Civil Service Commission adopted **Policies on Flexible Work Arrangements in the Government as contained in** CSC Memorandum Circular No. 6, series of 2022, “Policies on Flexible Work Arrangement.”

The background and rationale of the said issuance are as follows:

“The CSC, as the central human resource agency of the government, is mandated to establish rules and regulations to implement the constitutional and statutory provisions on human resource (HR) policies, systems, and standards. In consonance with the said mandate, the Commission continuously reviews said policies, systems, and standards, and HR programs to ensure efficient and effective public service delivery.

The HR policies that are constantly reviewed by the Commission are on office attendance, work arrangements, and absences of government officers and employees, as well as their workplace conditions. As such, the Commission has issued policy guidelines on flexible work scheme, i.e., flexible working hours (flexitime), four-day workweek, interim guidelines on alternative work arrangements, absences due to the required quarantine and/or treatment, and absences of those stranded in places away from their workplaces, among others.

With the evolution of HR management systems and practices brought about by the changing needs and conditions of the workforce, the advent of new information communication technologies, the emergence of the Novel Coronavirus Disease (COVID-19) and other infectious diseases, continuing traffic congestion problems, and the occurrence of natural and man-made calamities, the Commission needs to re-evaluate the present government work scheme, as well as determine the applicability of some alternative work arrangements adopted by the private sector to ensure the effective and efficient delivery of public service.”

In order to prepare government agencies to overcome challenges during the occurrence or emergence of the above-mentioned situations, **there is a need to institutionalize relevant policies on work arrangements to provide safe work spaces for government officers and employees and ensure their health and welfare, and, at the same time, meet the demands of public service.**

**The policies on flexible work arrangements will provide adaptable and responsive work schemes for government officials and employees to manage any current or emergent situations caused either by natural and man-made calamities or any other situation that may affect the delivery of public services.”**

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During the Meeting between PPMC and GCG on October 12, 2022, one of the concerns raised by PPMC was whether or not PPMC can adopt CSC Memorandum Circular No. 6, series of 2022, “Policies on Flexible Work Arrangement.”

Per GCG, PPMC is not included in the coverage of CSC Memorandum Circular No. 6, series of 2022, however, the PPMC Board can approve its internal guidelines on the implementation of Flexible Work Arrangements for PPMC Employees.

## **2. Alternative Work Arrangements in the Private Sector**

In the private sector, alternative work arrangements are allowed pursuant to Republic Act No. 11165, otherwise known as the “Telecommuting Act” which was approved on December 20, 2018.

Considering that both government and private sectors recognize the need for and merits of alternative work arrangements, PPMC hereby promulgates this Policy on Flexible Work Arrangements.

## **II. OBJECTIVES**

The adoption of the flexible work arrangements in Poro Point Management Corporation aims to achieve the following:

### **A. General Objective**

To institutionalize relevant and appropriate work arrangements for PPMC officers and employees to ensure efficient and effective performance of governmental functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times.

### **B. Specific Objectives**

1. To ensure protection of the health, safety, and welfare of PPMC officers and employees at all times;
2. To ensure that PPMC officers and employees achieve the objectives set by the organization, and, in the same way, the organization achieves the objectives that it has set itself in its strategic plan under any circumstance;
3. To boost the morale and enhance the welfare of PPMC officers and employees by giving them the opportunity to accomplish their task/s through appropriate work arrangement/s thereby increasing employee productivity and performance, and allowing work-life balance;
4. To encourage PPMC to adopt Information and Communications Technology (ICT)-enabled work and relevant tasks that can be performed remotely; and
5. To provide reasonable work arrangement/s to senior citizens, persons with disability (PWDs), pregnant and nursing mothers, immunocompromised individuals or persons with chronic conditions, and those who suffered from accidents affecting mobility but can physically and mentally work.
6. To contribute to the Government Energy Management Program (GEMP) by

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reducing consumption of electricity, thereby contributing to the reduction of our carbon footprint.

### III. SCOPE AND COVERAGE

This policy shall apply to all PPMC officers and employees in Poro Point Management Corporation regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual, or fixed term).

### IV. CONCEPT AND DEFINITION OF TERMS

PPMC may adopt any of the following flexible work arrangements:

- a. **Flexiplace** – refers to an output-oriented work arrangement that authorizes PPMC officers or employees to render service at a location away from their office, either in the home/residence of the official or employee, or another fixed place, on a temporary basis duly approved by the President & CEO.

Flexiplace work arrangement has two (2) types, namely:

1. **Work from home (WFH)** – is a work arrangement where the PPMC officers or employees work at home or their residence;
2. **Work from another fixed place** – is a work arrangement where the PPMC officers and employees render service within the Philippines or outside, or at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence.

The adoption of the flexiplace work arrangement may be allowed under any of the following conditions:

1. **Regular** – under this work arrangement, the PPMC officers or employees may request to work at an alternative worksite on a regular and recurring basis. Said PPMC officers or employees may be allowed to work off-site for a period agreed upon with the Head of Office and duly approved by the President & CEO.
  2. **Situational** - this work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based, e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.
  3. **Medical** - this work arrangement may be allowed for PPMC officers or employees who are recuperating from a medical condition, e.g., Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases, which does not affect his/her ability to perform regular work assignment at an alternate worksite as certified in writing under oath by the attending physician. The duration of the flexiplace work arrangement shall be based on the recommendation of the attending physician. Request for flexiplace due to medical conditions shall be supported by the medical records of the PPMC official or employee concerned.
- b. **Compressed Workweek** – refers to a work arrangement whereby the forty (40)

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hours workweek for five (5) days or forty-eight hours of the six (6) days of the PPMC officers or employees is compressed to four (4) days or less, as may be applicable.

- c. **Skeleton Workforce** – refers to a work arrangement where a minimum number of PPMC officers or employees is required to man the office to render service when full staffing is not possible.
- d. **Work shifting** – refers to a work arrangement applicable to occupational groups that provide security and safety to PPMC personnel and/or property.
- e. **Flexitime** – refers to a work arrangement where PPMC is allowed to adopt flexible time for its PPMC officers and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.
- f. **Combination of Flexible Work Arrangements** – refers to a work arrangement whereby PPMC may adopt a combination of any of the above-mentioned flexible work arrangements appropriate or applicable to the mandate/functions of the agency, with the approval of the PPMC President and CEO.

## V. POLICIES

### a. General Requirements for Flexible Work Arrangements

1. As a general rule, PPMC officers and employees shall render work from 8:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM on all days except Saturdays, Sundays, and Holidays.

Due to the nature of their work, employees who occupy the following positions shall render 48 hours duty a week, the schedule of which shall be determined by the Head of Office and approved by the President & CEO:

- Security Officer
- Firefighter
- Ramp Marshall

2. PPMC shall ensure that all its stakeholders are assured of continuous delivery of services from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek. However, the implementation of such arrangements shall not prejudice the participation or involvement of PPMC officers and employees in official activities of PPMC.
3. All Heads of Office must submit their manning schedule on a monthly basis to the President and CEO for his approval, copy furnished the Office for HR & Administration, for the latter's recommendation.
4. Officers and employees under flexible work arrangement shall be entitled to Compensatory Overtime Credit/Overtime Pay if they physically reported for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (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 policy of PPMC on Compensation for

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#### Overtime Work.

5. PPMC shall adopt performance standards and timelines to guide government officers and employees in the performance of their assigned task/s.

Failure to accomplish the assigned task/s within the timelines set by PPMC may be a ground to deny subsequent requests for flexiplace work arrangement.

6. Employees on flexible work arrangement shall submit a weekly accomplishment report/s, etc., in consonance with the performance standards adopted by his/her Head of Office.
7. The following shall be observed when rendering work from home:
  - a. The concerned personnel will be accessible at all times and must have access to internet connection. These personnel should be within reach via call, SMS/text messaging, email, chat, and other alternative modes of communication. The following contact information provided must be updated and submitted to their respective Heads of Office the following information, copy furnished the Office for HR & Administration and Office of the President and CEO:
    - Email address;
    - Mobile Number; and
    - Facebook/Messenger Account
  - b. The concerned personnel shall sign and submit the required Daily Time Record (DTR) to the official PPMC email address: [poropointfreeportzone@gmail.com](mailto:poropointfreeportzone@gmail.com) and copy furnished the following: Heads of Office; VP for HR & Administration and Michelle A. Subala.
  - c. All officers and employees shall use the FORM which will be issued for this purpose.
8. PPMC can use videoconferencing/teleconferencing in conducting meetings/assemblies and other official activities, whenever applicable.
9. PPMC shall adopt reasonable and appropriate organizational, technical, and physical security measures to ensure confidentiality, integrity, and availability of official documents and other relevant information. Personal data shall be processed by the employees pursuant to RA No. 10173 or the Data Privacy Act of 2012.

PPMC is encouraged to use the Philippine National Public Key Infrastructure (PNPKI), which secures communications among individuals and government agencies, of the Department of Information, Communications and Technology. As such, PPMC officers and employees should register their respective signatures on the PNPKE and use it for official government transactions in compliance with EO No. 810, s. 2009.

Online government transactions must be implemented in accordance with COA Circular No. 2021-006.

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10. All officers and employees under work-from-home arrangement shall be required to submit a Pledge of Confidentiality of Information or Non-Disclosure Agreement or similar document of the same import under oath to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act. Other measures such as but not limited to data encryptions must be reviewed to be put in place for the same purpose.
  11. All officers and employees who are allowed to work from home or other allowed places are expected to be exclusively in their homes or allowed places and shall be on-call when the need arises.

It is understood that the work from home or alternative work force schedule to be adopted for the personnel shall be their regular working schedule. The work scheme and schedules may be changed with prior approval of the President & CEO.

As a monitoring mechanism, all officers and employees shall be required to submit reports and other proofs of accomplishment of deliverables to be attached to the DTR to ensure that public service delivery is not prejudiced.

Heads of Office shall monitor their respective staff and submit periodic reports to the President & CEO.

**b. Parameters in the Implementation of Flexible Work Arrangement/s**

**1. Flexiplace**

**1.1 WFH**

- 1.1.1 WFH may be adopted anytime, subject to mutually agreed arrangements between the officers or employees and their Heads of Office. It shall apply to PPMC officers and employees whose assigned task/s can be accomplished outside the office.
- 1.1.2 WFH may likewise be extended to PPMC officers and employees whose task/s cannot be accomplished at the office, or another fixed place under the following situations:
  - a. During the emergence of a national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities; and
  - b. Their place of assignment is located within one (1)- kilometer radius from:
    1. Facilities and installations where infected/ suspected patients and public health workers and other frontline workers who, while in the performance of their respective public duties, are regularly exposed to infectious diseases, are located; and
    2. A calamity-stricken area.

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For this purpose, PPMC shall determine and assign alternative task/s subject to the performance standards and timelines for its completion.

When PPMC has not assigned any other task/s, the concerned officers and employees who were not able to produce outputs during the emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities shall be considered an excused absence.

1.1.3 Task/s assigned to officers or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.

1.1.4 Employees under WFH arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay.

## **1.2 Work from another fixed place**

1.2.1 Work from another fixed place shall apply to PPMC officers or employees whose task/s can be accomplished outside the office, at a place conducive for productive and efficient performance of official duties and responsibilities, other than their home, residence, or satellite office.

For this purpose, the concerned PPMC officers or employees shall request approval from the President & CEO through their Head of Office in order that task/s may be properly assigned.

1.2.2 PPMC officers and employees whose task/s cannot be accomplished outside the office and are stranded at a place away from their home may be allowed under work from another fixed place arrangement provided that PPMC has assigned alternative task/s subject to the performance standards and timelines for its completion.

1.2.3 PPMC officers or employees who are stranded due to quarantine protocols, unavailability of transportation or inaccessible road may also be allowed to work from another fixed place.

1.2.4 Task/s assigned to PPMC officers or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.

1.2.5 PPMC shall take full responsibility of the grant of work from another fixed place and verification of the employees' entitlement to be granted thereof. Said verification shall include the validation of the location of the PPMC officers or employees, and the verification that their location is covered in the declaration of state of calamity by the proper government agency and such other evidence as may be necessary, e.g., bus ticket.

1.2.6 Employees under work from another fixed place arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay.



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## **2. Compressed Workweek**

- 2.1 Compressed workweek may be allowed for PPMC officers and employees whose task/s or portions thereof cannot be accomplished outside the office, particularly those on skeleton workforce observing the four (4)-day workweek, and those identified by the President & CEO necessary for the continued operation of the office in order not to prejudice public service delivery.
- 2.2 PPMC may adopt the following workweek options: Monday to Thursday, Tuesday to Friday, Monday to Tuesday, and Thursday to Friday, or a combination of workdays less than the prescribed five (5)-day workweek provided that public service delivery shall not be prejudiced during the whole workweek (Monday to Friday).

## **3. Skeleton Workforce**

- 3.1 Skeleton workforce shall be adopted only when full staffing is not possible.
- 3.2 PPMC officers and employees assigned as skeleton workforce shall comply with the normal working hours of not less than eight hours a day for five days a week or a total of forty (40) hours a week exclusive of time for lunch. However, if this work arrangement is adopted in combination with other flexible work arrangements, the required working hours thereof shall be complied with.
- 3.3 The total number of government officers and employees to make up the skeleton workforce shall be determined by the President & CEO upon the recommendation of the respective Heads of Office based on the services such office provides and subject to existing guidelines such as health protocols issued by the proper authorities.
- 3.4 PPMC officers and employees who failed to report to office onsite on their assigned working days shall be considered absent either as authorized or unauthorized vacation leave, unless a medical certificate is presented to avail of sick leave of absence.

## **4. Work Shifting**

- 4.1 Work shifting shall apply to occupational groups that provide security and safety to agency personnel and/or property.
- 4.2 Work shifting may also apply to agencies required to observe workplace health and safety protocols during the emergence of any infectious disease, and those agencies affected by natural or man-made calamities.
- 4.3 The work shifting schedule shall be made with prior consultation with government officers and employees who are senior citizens, PWDs, pregnant and nursing mothers, and those with health risks.

## **5. Flexitime**



5.1 PPMC may adopt flexible time for their officers and employees provided that they shall render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch or forty-eight hours workweek, whichever is applicable.

5.2 The working hours of PPMC adopting flexitime shall start not earlier than 7:00 AM and end not later than 7:00 PM. Under this work arrangement, government officers and employees may choose their time to report for work (time-in) in the morning and time to leave the office (time-out) daily for the duration of the period subject to the approval of the agency/office head.

The President & CEO shall, however, ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break.

5.3 In the exigency of the service, working days may also be altered to include Saturdays and Sundays; Provided that employees who work on such days may choose a compensatory days-off during weekdays, provided further that the Saturday and Sunday are regular workdays and not cases of overtime.

5.4 Flexitime may be adopted in case the Daylight-Saving Time is declared by the proper authorities.

## **6. Combination of Flexible Work Arrangements**

6.1 PPMC may adopt a combination of any of the following flexible work arrangements that are appropriate/applicable to PPMC's mandate/functions as well as the location of their workplace:

- a. Skeleton Workforce and WFH;
- b. Compressed Workweek and WFH;
- c. Work Shifting and WFH;
- d. Combination of the two (2) types of flexiplace; or
- e. Other combination of work arrangements.

Examples:

<b>Combination of Flexible Work Arrangements</b>	<b>Working Hours</b>

Skeleton Workforce and WFH	<p>Three (3) days in the office and two (2) days WFH at eight (8) hours per day;</p> <p>A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day; provided the forty (40)-hour workweek requirement shall be complied with.</p>
Work Shifting and WFH	<p>Three (3) days Work Shifting in the office and two (2) days WFH at eight (8) hours per day;</p> <p>Agencies may adopt two (2) work shifts in a day, e.g., 7:00 AM -1:00 PM and 1:00 PM – 7:00 PM exclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the required forty (40)-hour workweek.</p>
Compressed Workweek and WFH	<p>A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days; or</p> <p>Two (2) days spent in the office/field and two (2) days in WFH at ten (10) hours per day</p> <p>Provided that the required forty (40)-hour workweek shall be complied with.</p>

**c. Entitlement to Support Mechanisms/Employee Benefits/ICT Resources**

PPMC shall ensure that all its officers and employees are provided with the following support mechanisms, employee benefits, and ICT resources:

**1. Support Mechanisms**

- 1.1. PPMC shall provide appropriate personal protective equipment to frontline service providers, PPMC officers, and employees who are required to physically report to work during a pandemic or other calamities;
- 1.2. During a pandemic or occurrence of calamities, PPMC shall provide

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service vehicle or transportation facilities to transport PPMC officers and employees required to physically report to work, whenever practicable, subject to budgeting, accounting, and auditing rules and regulations;

- 1.3. PPMC shall shoulder the reimbursement of laboratory and medical expenses incurred by PPMC officers and employees in compliance with protocols, as issued by proper authorities, who are on official travel during the period of pandemic or emergence of any infectious disease;
- 1.4. PPMC shall ensure that its officers and employees are afforded health/psychosocial interventions (e.g., free counselling sessions, online webinars, etc.) to support PPMC officers and employees in addressing problems related to mental well-being;
- 1.5. Reasonable expenses incurred by PPMC officers and employees (e.g., electricity bills, internet connection cost, etc.) may be defrayed by PPMC only when there is imposition of WFH arrangement due to emergence of national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities subject to budgeting, accounting, and auditing rules and regulations; and
- 1.6. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval by the President & CEO subject to budgeting, accounting, and auditing rules and regulations.

## **2. Employee Benefits**

- 2.1 PPMC officers and employees shall be provided equal opportunities in terms of awards, promotions, training, and career development (e.g., Information Technology-literacy programs and other related employment considerations), regardless of the work arrangement that they have adopted; and
- 2.2 Medical benefits shall be granted to PPMC officers and employees, who sustained wounds and/or injuries while in the performance of their official duties.

## **3. ICT resources while on flexible work arrangement**

- 3.1 PPMC is enjoined to invest on annual subscriptions to software that enables secure and more efficient management of task/s and remote collaboration for all officers and employees.

PPMC shall provide its officers and employees appropriate ICT resources, such as but not limited to computers/laptops, phones, authorized software, including reimbursement of internet and mobile data subscription expenses, subject to budgeting, accounting, and auditing rules and regulations to adequately perform their duties;

- 3.2 Personal devices and equipment of PPMC officers and employees may

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be used if the provision of agency-owned ICT resources is not feasible. Such practice must be included in PPMC's internal guidelines with provisions that these personal devices and equipment to be used by government officers and employees on flexible work arrangement must be properly recorded (e.g., device model and serial number) by PPMC; and

- 3.3 PPMC shall adopt measures to ensure protection of government properties (e.g., office equipment) and provide necessary support (e.g., troubleshooting and maintenance of mobile office equipment) for PPMC officers and employees under the flexible work arrangements.

## **VI. REPEALING CLAUSE**

Any provision of existing PPMC policies, and guidelines inconsistent with the provisions of these Policies is deemed repealed accordingly.

## **VII. EFFECTIVITY**

This Policy shall take effect upon approval by the PPMC Board of Directors and shall remain in full force and effect unless otherwise amended, revoked, rescinded or superseded in writing in part or in full.