

**ADMINISTRATIVE ORDER**No. 11  
Series of 2023**SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT****I. RATIONALE**

The emergence of the Novel Coronavirus Disease (COVID-19) and its subsequent effects has disrupted government agencies as they are unequipped for such occurrence, thus has brought challenges in guaranteeing that the continuous public service delivery is not hampered while in the midst of the escalating pandemic and safeguarding the health and welfare of officials and employees. Along with this, the country has likewise experienced natural and man-made calamities such as typhoons, earthquakes, volcanic eruptions and ash falls, landslides due to irresponsible mining and quarrying, and fire, with profound environmental effect, human and/or financial loss, as well as the continuing traffic congestion problems and poor public transportation, that doubled-up to the challenges being pressed upon on government agencies, especially to those who are providing frontline, medical, and emergency services, to deliver the necessary and immediate assistance while ensuring the safety of their officials and employees.

To support the government agencies, the Civil Service Commission (CSC), in consonance with its mandate to establish rules and regulations to implement the constitutional and statutory provisions on human resources (HR) policies, systems, and standards, has issued policies on flexible work scheme, interim guidelines on alternative work arrangements (AWAs), absences due to the required quarantine and/or treatment of the COVID-19, and absences of those stranded in places away from their workplaces, among others, to provide safe work spaces for government officials and employees and, at the same time, meet the demands of public service.

With the continuous evolution of HR management systems and practices brought about by the changing needs and conditions of the workplace and the advancement of new information communications technologies (ICTs), the CSC has reviewed their policies on office attendance, work arrangements, and absences of government officials and employees, as well as their workplace conditions, thus sought the need to institutionalize these policies.

As part of the nationwide effort to transition from a state of public health emergency to the new normal, the CSC issued its Memorandum Circular (MC) No. 06, series of 2022, or the *"Policies on Flexible Work Arrangements in the*

*Government*”, which took effect on June 15, 2022. It serves as a preventive measure to safeguard the health, safety, and welfare of government officials and employees while ensuring the government’s continued operations and efficient delivery of public services.

Given that the Department of Social Welfare and Development (DSWD), the agency responsible for providing social protection and welfare assistance to the poor, vulnerable, and disadvantaged sector, while supporting struggling municipalities, barangays, and communities in times of crisis, has demonstrated efficiency in delivering its functions and remained true in upholding excellence service while adopting AWAs since its implementation due to the COVID-19 pandemic, it is absolutely vital that flexible work arrangements (FWAs) be allowed to ensure that the performance of duties of all officials and employees is not hampered even in the event of a pandemic or other natural/human-caused disaster.

In view of the foregoing, the DSWD deemed it appropriate to adapt to the changes and establish mechanisms to ensure delivery of services while protecting the safety and health of its personnel.

## **II. LEGAL BASIS**

The legal basis for this Administrative Order (AO) is the CSC MC No. 06, series of 2022, or the *“Policies on Flexible Work Arrangements in the Government”* issued on June 6, 2022, and took effect on June 15, 2022.

## **III. OBJECTIVES**

The adoption of FWAs in the DSWD aims to achieve the following:

### **A. General Objectives**

This policy aims to institutionalize relevant and appropriate work arrangements for DSWD officials 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 the DSWD officials and employees at all times;
2. To ensure that DSWD officials and employees achieve the objectives set by the Department, and, in the same way, the agency 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 DSWD officials 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 DSWD to adopt 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), solo parents, pregnant and nursing mothers, immunocompromised individuals or persons with autoimmune disease/illness and chronic conditions, and those who suffered from accidents affecting mobility but can physically and mentally work, and solo parents.

#### IV. COVERAGE

This AO shall cover all officials and employees of the DSWD Central Office (CO) and its Field Offices (FOs), including those at the centers, institutions, satellite offices, Social Welfare and Development (SWAD) teams, provincial operations offices, and those assigned at the city/municipal level, holding a permanent, coterminous, contractual, temporary, casual, probationary, and substitute appointment.

#### V. CONCEPT AND DEFINITION OF TERMS

- A. **COMBINATION OF FLEXIBLE WORK ARRANGEMENTS** – refers to the adoption or implementation of combination of FWAs that are prescribed only in this AO, under item VII.F.
- B. **COMPRESSED WORKWEEK** – refers to a work arrangement whereby the forty (40) hours workweek for five (5) days of the official or employee is compressed to four (4) days and that the official or employee is required to render ten (10) hours of work per day.
- C. **DEPARTMENT SATELLITE OFFICE** – refers to the DSWD FOs, including centers, institutions, satellite offices, SWAD teams, provincial operations offices, and at the city/municipal level.
- D. **EMPLOYEE** – refers to those holding a permanent, coterminous, contractual, temporary, casual, probationary, and substitute appointment in the DSWD.
- E. **FLEXIPLACE** – refers to an output-oriented work arrangement that authorizes officials and employees to render service at a location away from

their office, either in their home/residence, Department's satellite office, or another fixed place, on a temporary basis.

**1. THREE (3) TYPES OF FLEXIPLACE WORK ARRANGEMENT:**

**1.1. WORK FROM HOME** – one type of Flexiplace work arrangement where officials and employees work at home or in their residence.

**1.2. WORK FROM THE SATELLITE OFFICE** – one type of Flexiplace work arrangement where the officials and employees, instead of reporting to their official workstation, report for work at a Department's satellite office near their place of residence, e.g. in the CO, other FO, centers, institutions, and provincial offices.

**1.3. WORK FROM ANOTHER FIXED PLACE** – one type of Flexiplace work arrangement where the officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and the Department's satellite office.

**2. THE CONDITIONS WHEN THE ADOPTION OF FLEXIPLACE WORK ARRANGEMENT MAY BE ALLOWED:**

**2.1. SITUATIONAL** – under this condition, officials and employees may be allowed to adopt Flexiplace work arrangement on the following circumstances:

**a. For ad-hoc task/s 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.

**b. Emergence of a national or local outbreak of a severe infectious disease**, to include the following:

- Being stranded due to quarantine protocols;
- Unavailability of transportation; and
- If the official workstation or the place of assignment of the official or employee is located within one (1) kilometer radius from facilities and installations where infected/suspected patients and public health workers and other frontline workers who, while in the performance of his/her respective public duties, are regularly exposed to infectious diseases.

c. **Occurrence of natural or man-made calamities**, to include the following circumstances:

- If the official or employee is in a calamity-stricken area;
- Unavailability of transportation;
- Inaccessible road; and
- If the official or employee is stranded away from his/her home or Department's satellite office.

2.2. **MEDICAL** – under this condition, officials and employees may be allowed to adopt Flexiplace work arrangement if they are either of the following:

- a. **Recuperating from a medical condition**, e.g. Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, recovering from an accident, and other analogous conditions or circumstances, **which does not affect his/her ability to perform regular work assignment at an alternative worksite, as certified by the attending physician.**
- b. **Vulnerable, immunocompromised, and those with autoimmune disease/illness and comorbidities**, e.g. with medical conditions, who suffered from accidents affecting mobility but can physically and mentally work.

The duration of the Flexiplace work arrangement shall be based on the recommendation of the attending physician and supported with the medical records of the official and employee concerned and a medical certification that he/she is fit to work despite his/her medical condition/s. In the absence of these documents, he/she may be denied of adopting Flexiplace work arrangement, but instead should file the appropriate leave application for his/her medical condition/s.

**F. FLEXITIME** – refers to a work arrangement where the adoption of flexible time for its officials and employees from 7:00 AM to 6:30 PM<sup>1</sup>, in the case of the CO, and from 7:00 AM to 7:00 PM, in the case of FOs, on a daily basis is allowed, provided that the required forty (40) hours workweek is complied with.

**G. HOME/RESIDENCE** – for the purpose of Flexiplace work arrangement, *home* or *residence* shall mean either the permanent and/or temporary

<sup>1</sup> DSWD AO No. 14, series of 2021, or the "Revised Guidelines on the Full Flexitime Schedule in the DSWD Central Office"

residence of the official and employee, as declared in his/her recent Personal Data Sheet (PDS) submitted to the Human Resource Management and Development Service (HRMDS), in the case of the CO, and to the Human Resource Management and Development Division (HRMDD), in the case of the FOs.

- H. **OFFICIAL** – refers to those holding the position of Director III and up.
- I. **SKELETON WORKFORCE** – refers to a work arrangement where a minimum number of officials and employees is required to report to the office to render service when full staffing is not possible.
- J. **WORK SHIFTING** – refers to a work arrangement applicable to Offices/Bureau/Services (OBSs) that operate 24-hour continuous service delivery on a daily basis, or to OBSs required to observe workplace health and safety protocols. This is also applicable to occupational groups that provide security and safety to the personnel and/or property, provided that the number of work hours shall not be less than the required forty (40) hours work per week.

#### VI. GENERAL GUIDELINES FOR FLEXIBLE WORK ARRANGEMENTS:

- A. As a general rule, officials 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. Officials and employees are required to render at least forty (40) hours of work in a week and must be present during the core time on regular working days.
- B. Considering that the priority of the DSWD is the quality and continuity of its service delivery, the adoption of FWAs is not mandatory, but may be allowed depending on the circumstances and conditions set forth herein.

The Heads of OBSs/Clusters/FOs are expected to study the requirements of their OBSs' clients and their mandates and functions, especially those involved in the operations and disaster response, as a basis for the planning in the adoption of FWAs and its implementation. Hence, they shall determine the applicability of the appropriate FWAs to be implemented in their respective OBSs based on the circumstances, taking into consideration the needs and demands of the OBS they supervise, as long as the service delivery shall not be hampered. Heads of OBSs/Clusters/FOs may also, at his/her discretion, cancel or disapprove the arrangement due to the unit's needs and priorities.

- C. Each Heads of OBSs/Clusters/FOs are encouraged to discuss the adoption of FWAs with their respective employees, to clearly identify and assess whose job functions and tasks can be done off-site and the modes of FWAs,

specially the deliverables and outputs of those who will adopt Flexiplace work arrangement.

- D. Those OBSs or officials and employees who shall avail of the FWAs should prepare their Authority to Adopt FWAs on a monthly basis, in compliance to the rules herein.

On the other hand, those officials and employees who shall not avail of the FWAs shall mean that they shall continue to adopt the existing work schedule being implemented in their Office (e.g. CO/FO) and need not prepare and submit their approved Authority to Adopt FWAs. It is also understood that if an official's or employee's name is not indicated in the approved Authority to Adopt FWAs, he/she is adopting the official work schedule of the Office (e.g. CO/FO).

- E. All Heads of OBSs/Clusters/FOs shall ensure that all their clients 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 their officials and employees in official activities of the Department.
- F. The adoption of FWAs shall not be an excuse or reason for not being able to comply with the deadline on the submission of Daily Time Records (DTRs), leave application forms, and other personnel documents/requirements set forth by the CO/FOs. As such, only the original copy of DTRs, leave application forms, and other personnel documents/requirements bearing the original/wet signatures of the concerned official or employee shall be allowed, except in extreme cases where an official or employee will not be able to report to work due to state of public health emergency or state of calamity, subject to the condition that the original copy of said documents with the original/wet signatures shall be submitted to the Personnel Administration Division (PAD)/Personnel Administration Section (PAS) within one (1) week after the situation ceases/allows.
- G. OBSs shall ensure that their adoption of FWAs shall comply with the provisions of CSC-DOLE-DOH Joint MC No. 1, series of 2020<sup>2</sup>.
- H. The CO/FOs shall incorporate in their Public Service Continuity Plan the adoption of FWAs, pursuant to National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, series of 2018<sup>3</sup>.

<sup>2</sup> "Occupational Safety and Health (OSH) Standards for the Public Sector"

<sup>3</sup> "Public Service Continuity Plan (PSCP) Template for Government Agencies"

- I. Division Chiefs and below who adopted FWA/s shall be entitled to Compensatory Overtime Credits (COCs) and Overtime (OT) Pay **if they physically reported for work** and rendered services beyond their official work schedule on scheduled workdays or forty (40) hours a week, and those who rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest.

Said entitlement is subject to the provisions of CSC-DBM Joint Circular (JC) No. 2, series of 2015<sup>4</sup>, as amended, DSWD AO No. 08, series of 2020<sup>5</sup>, other relevant existing guidelines and related civil service, budgeting, accounting, and auditing rules and regulations.

However, those who adopted the Compressed Workweek will not be entitled to COCs and OT pay if they rendered work during their day-off for the week.

- J. Employees under Work from Home and Work from Another Fixed Place arrangement are not entitled to COCs and OT Pay.
- K. All OBSs shall adopt performance standards and timelines in accordance with Republic Act (RA) No. 11032<sup>6</sup>, in consonance with the approved Office/Division/Individual Performance Commitment and Review (OPCR/DPCR/IPCR) to guide the officials and employees in the performance of their assigned task/s.

Failure to accomplish the assigned task/s within the timelines set by the OBS may serve as grounds to deny subsequent requests for FWA/s.

- L. OBSs shall adopt a monitoring mechanism, such as submission of an Individual Daily Log and Accomplishment Report, attached herein as Annex B.
- M. In the exigency of the service, CO/FO officials and employees who are working off-site may be recalled to report physically in his/her official workstation, except in cases when he/she cannot do so due to valid and justifiable reasons.

If those employees holding a Division Chief position and below have rendered OT services, they must also ensure that they are included in the Authority to Render Overtime Services of his/her OBS for the proper computation of COCs and/or OT pay.

<sup>4</sup> "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees"

<sup>5</sup> "Internal Rules and Procedures on Rendition and Compensation of Overtime Services of DSWD Employees"

<sup>6</sup> "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services Amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for Other Purposes"



- N. OBSs may adopt the use of videoconferencing/teleconferencing in conducting meetings/assemblies and other critical activities, whenever applicable.
- O. OBSs 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 officials and employees pursuant to RA No. 10173<sup>7</sup>.
- P. OBSs are 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 (DICT), subject to the relevant guidelines pertaining thereto. As such, officials and employees should register their respective signatures on the PNPKI and use it for official government transactions that may be allowed by the DSWD or other regulatory agencies such as the Commission on Audit (COA), etc., in compliance with Executive Order (EO) No. 810, series of 2009<sup>8</sup>. The registration of the same should be done by the concerned official/employee through the DICT website.

However, financial documents needing wet signatures should be complied with.

- Q. Online government transactions must be implemented in accordance with Commission on Audit (COA) Circular No. 2021-006<sup>9</sup>.
- R. The Head of the OBS/Cluster/FOs are required to conduct a regular review of the FWAs specifically on the efficiency and performance of their office and personnel in the adoption of such FWAs. Adjustments must be made depending on the result of the assessment.

## VII. OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF FLEXIBLE WORK ARRANGEMENTS

### A. FLEXIPLACE

#### 1. WORK FROM HOME

- 1.1. This may be adopted, subject to mutually agreed arrangements between the officials or employees and the Head of the OBS/Cluster/FOs.

<sup>7</sup> "Data Privacy Act of 2012"

<sup>8</sup> "Institutionalizing the Certification Scheme for Digital Signatures and Directing the Application of Digital Signatures in e-Government Services"

<sup>9</sup> "Guidelines on the Use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions"

- 1.2. The working day is from Monday to Friday and the working hours should be rendered at eight (8) hours per day. Saturday and Sundays shall be the days-off.
- 1.3. Officials and employees are not entitled to COCs and OT pay.
- 1.4. This shall apply to officials and employees whose assigned task/s, as reflected in their approved Performance Contract, can be accomplished outside the office<sup>10</sup>.
- 1.5. Under the situational conditions illustrated under items V.E.2.1.b. and V.E.2.1.c., the Head of the OBS/Cluster/FOs shall determine and assign alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved OPCR/DPCR/IPCR.

In case that the Head of the OBS/Cluster/FOs have not assigned any other task/s, the concerned officials and employees should initiate in coordinating the matter with them or his/her colleagues so he/she may be able to produce outputs.

Assigned alternative task/s, or any other task/s for that matter, should be recommended by the Head of the OBS/Cluster/FOs.

- a. If, upon coordination of the concerned official and employee, the Head of the OBS/Cluster/FO and his/her colleagues have not given him/her alternative tasks, the Head of the OBS/Cluster/FO shall issue a justification regarding the case of the official/employee to support his/her attendance, to be attached to his/her DTR, and shall be considered on **excused absence** for the applicable day/s.
- b. If the concerned official and employee did not coordinate the matter with the Head of the OBS/Cluster/FO and his/her colleagues, he/she **shall be considered as absent** on day/s that he/she has no accomplishment/s.

Such absence/s shall be deducted from available Vacation Leave (VL) credits or from the salary and allowance if the VL credits have been exhausted.

However, if the absence/s was/were incurred during the occurrence of a natural and/or man-made calamity, said absence/s may be filed as Special Emergency Leave, with

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<sup>10</sup> For the list of tasks that may be allowed to be accomplished outside the office, please refer to Annex A.

a maximum of five (5) days in a year, subject to the provisions set forth in DSWD AO No. 7, series of 2020<sup>11</sup>.

**1.6. Officials and employees shall make themselves available during the work hours.** In case of failure to respond to official concerns without justifiable reason/s, the equivalent number of hours or minutes shall be deducted from his/her available VL credits. The Head of the OBS/Cluster/FOs shall reflect this under the Remarks portion of the Individual Daily Log and Accomplishment Report of the concerned official and employee, for proper computation of their attendance by the PAD, in the case of the CO, and the PAS, in the case of the FOs.

## 2. WORK FROM ANOTHER FIXED PLACE

- 2.1. This may be adopted, subject to mutually agreed arrangements between the officials or employees and the Head of the OBS/Cluster/FOs.
- 2.2. The working day is from Monday to Friday and the working hours should be rendered at eight (8) hours per day. Saturday and Sundays shall be the days-off.
- 2.3. Officials and employees are not entitled to COCs and OT pay.
- 2.4. This shall apply to officials and employees whose assigned task/s, as reflected in their approved Performance Contract, can be accomplished outside the office<sup>12</sup>.
- 2.5. Under the situational conditions illustrated under items V.E.2.1.b. and V.E.2.1.c., the Head of the OBS/Cluster/FOs shall determine and assign alternative task/s subject to the performance standards and timelines for its completion in consonance with the approved OPCR/DPCR/IPCR.

In case that the Head of the OBS/Cluster/FOs have not assigned any other task/s, the concerned officials and employees should initiate in coordinating the matter with them or his/her colleagues so he/she may be able to produce outputs.

Assigned alternative task/s, or any other task/s for that matter, should be recommended by the Head of the OBS/Cluster/FOs.

<sup>11</sup> "Guidelines on the Grant of Special Emergency Leave to DSWD Employees Affected by Natural Calamities/Disasters"

<sup>12</sup> For the list of tasks that may be allowed to be accomplished outside the office, please refer to Annex A.

- a. If, upon coordination of the concerned official and employee, the Head of the OBS/Cluster/FO and his/her colleagues have not given him/her alternative tasks, the Head of the OBS/Cluster/FO shall issue a justification regarding the case of the official/employee to support his/her attendance, to be attached to his/her DTR, and shall be considered on **excused absence** for the applicable day/s.
- b. If the concerned official and employee did not coordinate the matter with the Head of the OBS/Cluster/FO and his/her colleagues, he/she **shall be considered as absent** on day/s that he/she has no accomplishment/s.

Such absence/s shall be deducted from available VL credits or from the salary and allowance if the VL credits have been exhausted.

However, if the absence/s was/were incurred during the occurrence of a natural and/or man-made calamity, said absence/s may be filed as Special Emergency Leave, with a maximum of five (5) days in a year, subject to the provisions set forth in DSWD AO No. 7, series of 2020<sup>13</sup>.

**2.6. Officials and employees shall make themselves available during the work hours.** In case of failure to respond to official concerns without justifiable reason/s, the equivalent number of hours or minutes shall be deducted from his/her available VL credits. The Head of the OBS/Cluster/FOs shall reflect this under the Remarks portion of the Individual Daily Log and Accomplishment Report of the concerned official and employee, for proper computation of their attendance by the PAD, in the case of the CO, and the PAS, in the case of the FOs.

**2.7. This shall be done within the Philippines, at a place conducive for productive and efficient performance of official duties and responsibilities,** other than their home, residence or the Department's satellite office.

The concerned officials or employees shall indicate in their request the specific fixed place where he/she will be working at, in order that task/s may be properly assigned.

The Head of the OBS/Cluster/FOs shall assess if the place where the official or employee will be working is conducive for

<sup>13</sup> "Guidelines on the Grant of Special Emergency Leave to DSWD Employees Affected by Natural Calamities/Disasters"

productive work performance and delivery of outputs. Thus, it shall be their responsibility to determine if the request of the official or employee for a Work from Another Fixed Place is feasible prior recommendation to the proper approving authorities.

The Head of the OBS/Cluster/FOs shall take full responsibility of the grant of Work from Another Fixed Place and the verification of the personnel's entitlement to be granted thereof. Said verification shall include the validation of the location of the concerned personnel, 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.

- 2.8. If caught rendering work in a place where he/she did not request for shall be a ground to deny subsequent requests for FWAs.

### 3. WORK FROM THE SATELLITE OFFICE

- 3.1. Work from the Satellite Office shall apply to officials and employees whose task/s can be accomplished outside the office but may need equipment/facilities that are available in the nearest Department's satellite office.

For this purpose, the concerned officials or employees shall request approval from the Undersecretary for General Administration and Support Services Group (GASSG) if they shall render work in the DSWD CO, or from the Regional Director if they shall render work in the DSWD FO, in order that workload arrangement costs incurred by the Department's satellite office may be properly coordinated and to seek the consent of the Department's satellite office for his/her intent to report thereat.

- 3.2. Work from the Satellite Office may be allowed, when the official or employee cannot report for work due to typhoons/floods and other natural or man-made calamities, upon approval of the proper authority, except when the work arrangement is limited to Work from Home as declared by the Office of the President or proper authorities.
- 3.3. Officials and employees who are allowed to report for work at the Department's satellite office shall comply with the prescribed

working hours of forty (40) hours per workweek, pursuant to RA No. 1880<sup>14</sup>.

- 3.4. The official or employee, while in the Department's satellite office, shall ensure proper recording of his/her attendance while working thereat. Copy of the logbook/attendance sheet/any available means of recording of attendance, duly certified by the proper authority, shall be attached to his/her DTR and be submitted to the PAD/PAS of his/her official workstation.
- 3.5. Only employees under Work from Satellite Office arrangement are entitled to COCs and OT Pay.

## B. COMPRESSED WORKWEEK

1. Compressed Workweek may be allowed for officials 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 Head of the OBS/Cluster/FOs necessary for the continued operation of the OBS in order not to prejudice public service delivery, especially those involved in the operations and disaster response.
2. OBSs 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). The working schedule should be rendered ten (10) hours for each day of the Compressed Workweek.
3. Those who will adopt the Compressed Workweek shall not be allowed to render OT services during their day-off for the week as it will defeat the purpose for compressing the workweek into 4 working days instead of the regular five (5) working days.
4. For this FWA, the ten (10) hours must be completed within the day during the official working hours.

As such, any lacking minutes/hours from the 10 hours per day shall be deducted from the VL credits of the concerned official or employee, or from his/her salary and allowance if his/her VL credits have been exhausted.

<sup>14</sup> "An Act to Amend the Second Paragraph of Section Five Hundred and Sixty-Two and Section Five Hundred and Sixty-Four of the Revised Administrative Code (Re legal hours of labor-minimum requirement)", 22 June 1957

Moreover, any excess minutes/hours from the required 10 hours work per day shall not be used to compensate for the time on the other days of the week. However, these may be subject to COCs or OT pay, based on existing DSWD policy on compensation of OT services.

5. One (1) day absence is corresponding to a ten (10) – hour absence. Such absence shall be deducted from available leave credits/COCs if there is an approved application for absence. In the absence of approved application for leave/Compensatory Day-Off or if the leave credits/COCs have been exhausted, such absence shall be deducted from salary/allowance.
6. In case a regular holiday falls within the scheduled workweek of the official or employee, the required forty (40) – hour workweek shall be considered as complied.

### C. SKELETON WORKFORCE

1. Skeleton Workforce shall be adopted only when full staffing is not possible (i.e. pandemic, during natural/man-made calamities).
2. The Head of the OBS/Cluster/Field Offices that will adopt this work arrangement shall determine the minimum number of staff who will be working on-site to ensure that there is sufficient skeleton workforce in his/her respective OBS for the continuity of operations/services.
3. Officials and employees assigned as Skeleton Workforce shall comply with the normal working hours of not less than eight (8) hours a day for five days a week, or a total of forty (40) hours a week, exclusive of time for lunch, following the existing CO/FOs work schedule (i.e. full flexitime, sliding flexitime, fixed time, etc.). However, if this work arrangement is adopted in combination with other FWAs, the required working hours thereof shall be complied with.
4. The total number of officials and employees to make up the Skeleton Workforce shall be determined by the Head of the OBS/Cluster/FOs based on the services it provides and subject to existing guidelines such as health protocols issued by the proper authorities.
5. The official or employee who failed to report to office onsite on their assigned working days shall be considered absent, either as authorized or unauthorized, unless a medical certificate is presented to avail of sick leave of absence **even for one (1) day only**<sup>15</sup>, or any of the appropriate leaves prescribed by the CSC.

<sup>15</sup> The requirement of a medical certificate for a one (1) day SL of absence is applicable only in situations where full staffing is not possible and officials and employees are requesting for scheduled dates of their services as skeleton workforce. Under normal circumstances, the rules on SL of the CSC shall apply.

6. In case the duty or work schedule of an official and employee falls on a regular holiday, the required forty (40) – hour workweek shall be considered as complied. However, if he/she is required to report for work in the exigency of service, he/she shall be compensated based on existing guidelines on the payment of OT services.

#### **D. WORK SHIFTING**

1. Work Shifting shall apply to OBSs, including centers and institutions, that operate 24-hour continuous service delivery on a daily basis, provided that the number of work hours shall not be less than the required forty (40) hours work per week.
2. Work Shifting may also apply to OBSs required to observe workplace health and safety protocols during the emergence of any infectious disease, and to those Offices (CO/FOs) affected by natural or man-made calamities.
3. The Work Shifting schedule shall be made with prior consultation with the personnel who are senior citizens, solo parents, PWDs, pregnant and nursing mothers, and those with health risks.
4. Work Shifting may also apply to those who are required to respond to disasters/relief operations, and/or emergency needs, and special augmentation, e.g. Pantawid Familyang Pilipino Program (4Ps) Special Assessment, 4Ps enrollment, and other special work assignments, duly supported by a Special Order authorizing them to function or perform during said instances.

Division Chiefs and below shall be entitled to COCs and OT Pay if they rendered services beyond their official work schedule on scheduled workdays or forty (40) hours a week, and those who rendered on rest days or scheduled days-off, holidays, and special non-working days, both exclusive of time for lunch and rest.

#### **E. FLEXITIME**

1. The DSWD CO and FOs may adopt flexible time for their officials 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.
2. In the CO, they shall adopt the existing policy on the flexitime schedule. As such, the working hours in the CO shall start not earlier than 7:00 AM and end not later than 6:30 PM. As for the FOs, they shall also continue to adopt the existing policy on flexitime being implemented thereat.



The Head of the OBS/Cluster/FOs, shall, however, ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break.

3. In the exigency of the service, workdays 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<sup>16</sup>.
4. Flexitime may be adopted in case the Daylight-Saving Time is declared by the proper authorities, subject to the provisions of Items VII.E.1. to VII.E.3. of these policies.

#### **F. COMBINATION OF FLEXIBLE WORK ARRANGEMENTS**

This refers to a work arrangement whereby the OBSs may adopt a combination of any of the abovementioned FWAs appropriate or applicable to the mandate/functions of the OBS.

OBSs may adopt a combination of any of the following FWAs that are appropriate/applicable to their mandate/functions as well as the location of their workplace:

- Skeleton Workforce and Work from Home;
- Work Shifting and Work from Home; or
- Combination of three (3) types of Flexiplace.

### **VIII. AUTHORITY TO ADOPT FLEXIBLE WORK ARRANGEMENTS AND INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT**

- A. The Authority to Adopt FWAs shall be prepared using the templates attached as Annex C.1. (for officials) and Annex C.2. (for employees), indicating therein the names of officials and employees who will be adopting the FWAs and the tasks to be performed, for those who will adopt any of the three (3) types of Flexiplace work arrangement, for approval by the designated Approving Authority, as follows:

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<sup>16</sup> CSC MC No. 25, series of 2019, or the "Revised Guidelines on Flexible Work Arrangement in the Government", issued on November 20, 2019

DSWD Personnel <sup>17</sup>		Recommending Authority	Approving Authority
Central Office	Division Chief (DC) and below	Head of OBS	Undersecretary concerned
	Director III	Undersecretary concerned	Secretary
	Director IV		
	Assistant Secretary		
	Undersecretary	N/A	
DSWD Personnel <sup>18</sup>		Recommending Authority	Approving Authority
Field Office	DC and below	Assistant Regional Director for Administration / Operations (ARDA/ARDO)	Regional Director (RD)
	RD	Undersecretary for Social Welfare and Development	Secretary
	ARDA and ARDO		

- B. All personnel should adhere to the approved work arrangement and no amendment of the work arrangement or confirmation for off-site work by the personnel shall be allowed except in cases of sudden proclamation of a pandemic or declaration of State of National Calamity by the Office of the President or concerned Local Government Unit, when there is disruption of work (e.g. imposition of lockdown/quarantine, no available transportation, stranded, etc.). As such, a **Confirmation of the Adopted FWAs** should be prepared for those officials and employees, using the attached **Annex D.1.** (for officials) and **Annex D.2.** (for employees).
- C. In case an official or employee adopting the Work from Home and Work from Another Fixed Place work arrangements was recalled or required to report physically in the office, they do not need to prepare the amendment or confirmation of their work arrangement as the time entries reflected in his/her DTR shall already suffice for the services rendered. Hence, it shall be understood that he/she shall adopt the work schedule being implemented in the Office (e.g. full flexitime, sliding flexitime, etc.).

However, if those employees holding a Division Chief position and below would like to claim his/her OT services rendered as COC and/or OT pay, he/she should prepare his/her Confirmation of Adopted FWAs and must ensure that he/she is included in the Authority to Render Overtime Services of his/her OBS, for the proper computation of attendance.

For a similar case mentioned above, when the official or employee has been required to report to work physically in the office beyond the official working time, he/she shall not be considered as late, provided that the Head

<sup>17</sup> For each type of Officials including the Officer-in-Charge

<sup>18</sup> For each type of Officials including the Officer-in-Charge

of the OBS/Cluster/FO shall certify that the concerned official or employee was advised to report to work only on the same day of his/her scheduled Work from Home or Work from Another Fixed Place work arrangement.

- D. The Authority to Adopt FWAs should be prepared on a monthly basis and be approved one (1) week before the applicable period of the FWA/s to be implemented by the OBS/official/employee. For cases of Confirmation of the Adopted FWAs, this should be prepared and be approved three (3) working days before the deadline of submission of DTRs set forth in the CO/FO.
- E. The approved Authority to Adopt FWAs shall be attached to the DTR to be submitted to the PAD/PAS.

Blank entries in the DTR that do not correspond to the dates of approved FWAs should have the corresponding approved leave application/s. Otherwise, such absence shall be treated as unauthorized and shall be deducted from salary/allowance of the official/employee.

- F. For officials and employees who adopted any of the Flexiplace work arrangement, their assigned task/s should be performed to the fullest extent possible in terms of workhours and workdays per workweek. An **Individual Daily Log and Accomplishment Report [Annex B]** should be prepared by the concerned official and employee, reflecting therein his/her **outputs on a daily manner**, and be attached to their DTR to serve as proof of their services rendered and basis for payment of salary and allowance.

No record of accomplishments means no work performed for the day, thus, subjecting the official or employee to absence. Such absence shall be deducted from available VL credits, or from salary and allowance if the VL credits have been exhausted.

## IX. ENTITLEMENT TO SUPPORT MECHANISMS, EMPLOYEE BENEFITS AND ICT RESOURCES

All officials and employees must be ensured that they are provided with the following support mechanisms, employee benefits, and ICT resources:

### A. SUPPORT MECHANISMS

- 1. Appropriate personal protective equipment (PPE) shall be provided to frontline service providers, officials, and employees who are required to physically report to work during the pandemic or other calamities. All OBSs should ensure that PPEs and/or other essential needs are included in their supplies to be procured, based on their work settings and intended users, to aid them in the performance of their duties.

2. During a pandemic or occurrence of calamities, service vehicle or transportation facilities shall be provided to transport officials and employees required to physically report to work, whenever practicable, subject to budgeting, accounting, and auditing rules and regulations.
3. The concerned Office (CO/FOs) shall shoulder the reimbursement of laboratory and medical expenses incurred by officials 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.
4. Officials and employees must be ensured that they are afforded health/psychosocial interventions (e.g. free counselling sessions, online webinars, etc.) to support government officials and employees in addressing problems related to mental well-being.
5. Reasonable expenses incurred by officials and employees (e.g. electricity bills, internet connection cost, etc.) may be defrayed by the Office (CO/FOs) only when there is imposition of Work from Home 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.
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 Secretary, subject to budgeting, accounting, and auditing rules and regulations.

## **B. EMPLOYEE BENEFITS**

1. Officials 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, in consonance with the existing civil service law, rules and regulations.
2. Medical benefits shall be granted to officials and employees, who sustained wounds and/or injuries while in the performance of their official duties, regardless of their work arrangement subject to the conditions under CSC-DBM Joint Circular No. 1, series of 2006, as amended by CSC-DBM Joint Circular No. 1, series of 2015<sup>19</sup>, and the

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<sup>19</sup> "Amendment to Section 3.2. of CSC-DBM Joint Circular No. 1, s. 2006 (Guidelines for Availing of the Rehabilitation Privilege)"

Department's Collective Negotiation Agreement with the accredited employees' association.

### **C. ICT RESOURCES WHILE ON FLEXIBLE WORK ARRANGEMENTS**

1. The Office (CO/FOs) are enjoined to invest on annual subscriptions to software that enables secure and more efficient management of task/s and remote collaboration for all officials and employees.
2. The Office (CO/FOs) shall provide its government officials 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, as far as practicable, subject to budgeting, accounting, and auditing rules and regulations to adequately perform their duties.
3. Personal devices and equipment of officials and employees may be used if the provision of Department-owned ICT resources is not feasible, following the Department's relevant rules and protocols on the issuance of Personal Property/Item Pass Slip (PPIPS) or Personal/Property/Item Sticker Pass (PPISP).
4. The Office (CO/FOs) shall adopt measures to ensure protection of government properties (e.g. office equipment) and safeguarding these against loss or wastage through illegal or improper disposition, as well as to provide necessary support (e.g. troubleshooting and maintenance of mobile office equipment) for officials and employees under the FWAs.

Every officers accountable or end-users under FWAs shall ensure compliance to existing rules on the management of DSWD properties such as, among others, recording, issuance, and monitoring of physical movements of properties.

It must be emphasized that it is the obligation of officials and employees to ensure the proper handling of any government properties that they possess.

### **X. RESOLUTION OF CASES**

Cases not covered in this AO shall be elevated to the Undersecretary for GASSG.

**XI. REPEALING CLAUSE**

Previous issuances of the Department which are inconsistent with this AO are deemed repealed or modified accordingly.

**XII. EFFECTIVITY**

This AO shall take effect immediately upon issuance and shall continue to be in force until it is revoked.

  
REX GATCHALIAN  
Secretary  
Date: SEP 11 2023

Certified True Copy  
  
MYRNA H. REYES  
OIC-Division Chief  
Records and Archives Mgt. Division  
15 SEP 2023

**ANNEX A**

**TASKS THAT MAY BE ALLOWED TO BE ACCOMPLISHED  
OUTSIDE THE OFFICE:**

1. Research
2. Policy formulation/review/amendment
3. Project work, including but not limited to, drafting of proposals/project studies/training modules
4. Data encoding/processing
5. Adjudication of cases or review of cases, including legal work
6. Budget planning and forecasting
7. Recording, examination, and interpretation of financial records and reports
8. Evaluation and formulation of accounting, auditing and management control systems
9. Computer programming
10. Database maintenance
11. Design work/drafting of drawing plans
12. Preparation of information materials
13. Sending/receiving e-mail
14. Technical tasks/core functions
15. Virtual assessments on registration, licensing, and accreditation
16. Accreditation of social workers managing court cases
17. HR tasks, e.g. computation of leave credits, preparation of payroll, etc., as the case may be
18. Attendance to **whole day online** webinar/training/workshop/meeting, and the likes, provided a Certificate of Attendance/Participation is submitted together with his/her DTR to support his/her attendance on that day/s
19. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing, or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the Head of the OBS/Cluster/FOs, or the management

**ANNEX B****INDIVIDUAL DAILY LOG and ACCOMPLISHMENT REPORT**

This is to respectfully submit to the **(HEAD OF OBS/CLUSTER/FIELD OFFICE)** the accomplishment report of the undersigned during his/her scheduled Work from Home, Work from Another Fixed Place, and Work from the Satellite Office work arrangements for the month of **(e.g. SEPTEMBER 2023)** as a reference in monitoring target deliverables and a supporting document for my attendance for the said period.

**A. WORK FROM HOME**

- Approved Dates: **SEPTEMBER 1, 5 and 8, 2023**

DATE/S	TIME ATTENDANCE (Actual Time Logs)		OUTPUTS	STATUS	Means of Verification	REMARKS
	IN	OUT				
Sept. 1, 2023 (Fri.)	8:00 AM	5:30 PM	Updated the monitoring sheets on xxx.	Done	Shared Google Sheet	Informed the supervisor, for review/checking/ further instructions.
			10:00 AM to 12:00 NN: Attendance to the emergency meeting of the Section	Done	Minutes of the Meeting	For approval
			Prepared the Minutes of the Meeting			
			Prepared the draft policy on xxx.	Ongoing	Shared Google Doc	None yet - ongoing
Sept. 5, 2023 (Tues.)	8:00 AM	6:00 PM	Continued the preparation of the draft policy on xxx.	Done	Shared Google Doc	Informed the supervisor, for review/checking/ further instructions.
			Answered queries through chat/email on the following: Xxx, xxx, xxx	Done	Responses through chat and email	TA provided
Sept. 8, 2023 (Fri.)	8:00 AM	5:00 PM	Answered queries through chat/email on the following: Xxx, xxx, xxx	Done	Responses through chat and email	TA provided
			9:00 AM to 5:00 PM: Attended the Webinar on xxx	Done	Feedback Report, Certificate of Attendance	For approval



**B. WORK FROM ANOTHER FIXED PLACE**

- Approved Dates : **SEPTEMBER 12 and 15, 2023**
- Place of work : **Manila City Library**

DATE/S	TIME ATTENDANCE (Actual Time Logs)		OUTPUTS	STATUS	Means of Verification	REMARKS
	IN	OUT				
Sept. 12, 2023 (Tues.)	8:00 AM	5:00 PM	Revised the draft policy on xxx, incorporating the comments of my supervisor	Ongoing	Shared Google Doc	For review/further instructions
Sept. 15, 2023 (Fri.)	8:00 AM	5:00 PM	Research on xxx for additional references for the finalization of the policy on xxx.	Ongoing	Articles, revised policy	For approval

**C. WORK FROM THE SATELLITE OFFICE**

- Approved Dates : **SEPTEMBER 19 and 22, 2023**
- Place of work : **DSWD Field Office NCR**

DATE/S	TIME ATTENDANCE (Actual Time Logs)		OUTPUTS	STATUS	Means of Verification	REMARKS
	IN	OUT				
Sept. 19, 2023 (Tues.)	8:00 AM	5:00 PM	Provided TA to DSWD FO NCR on xxx, as requested	Done	CSMF, TA Report	For submission to HOBS/For approval
			Continued the updating of monitoring sheets on xxx.	Done	Shared Google Sheet	For review/checking/ further instructions
Sept. 22, 2023 (Fri.)	8:00 AM	5:00 PM	Drafted the report on xxx	Done	Draft report shared via Google Doc	For review/checking/ further instructions
			Prepared the presentation for TA to xxx	Done	Sent through email	For approval

Prepared by:

**NAME OF OFFICIAL/EMPLOYEE**

Position/Designation  
Name of OBS

Reviewed by:

Approved by:

**NAME OF IMMEDIATE SUPERVISOR**

Position/Designation

**NAME OF HEAD OF OBS/CLUSTER/**

**FIELD OFFICE**

Position/Designation

**REMARKS FROM THE SUPERVISOR OR HEAD OF THE OBS:**

The official/employee concerned has failed to respond to my official concerns without justifiable reasons last September 5, 2023 while he/she was on a WFH for a total of 1 hour and 45 minutes.

**ANNEX C.1.**  
(For officials)**SPECIAL ORDER**

No. \_\_\_\_\_

Series of 2023

**SUBJECT : AUTHORITY TO ADOPT FLEXIBLE WORK ARRANGEMENTS**

**(NAME OF THE OFFICIAL)** of the **(NAME OF OFFICE)** is hereby authorized to adopt the following flexible work arrangements for the month of **(e.g. SEPTEMBER 2023)**, in compliance to the DSWD Administrative Order No. \_\_\_\_, series of 2023, or the **"Guidelines in the Implementation of Flexible Work Arrangements in the Department of Social Welfare and Development"** issued on **(date of the approval of this AO)**:

- A. WORK FROM HOME** – **(name of Official)** is committing to accomplish the following tasks and provide the expected outputs herein:

DATE/S	NO. OF DAY/S	SPECIFIC TASKS	EXPECTED OUTPUTS

**B. WORK FROM THE SATELLITE OFFICE**

DATE/S	NO. OF DAY/S	PLACE OF THE SATELLITE OFFICE	SPECIFIC TASKS	EXPECTED OUTPUTS

**C. WORK FROM ANOTHER FIXED PLACE**

DATE/S	NO. OF DAY/S	PLACE WHERE WORK WILL BE RENDERED	SPECIFIC TASKS	EXPECTED OUTPUTS

**D. COMPRESSED WORKWEEK**

- The time schedule should be at ten (10) hours per day, exclusive of the time for lunch.

DATE/S	TIME SCHEDULE

**E. SKELETON WORKFORCE**

DATE/S	TIME SCHEDULE

**F. WORK SHIFTING**

DATE/S	TIME SCHEDULE

Issued this \_\_\_ day of \_\_\_\_\_, 2023 in \_\_\_\_\_.

**SIGNATURE**

\_\_\_\_\_  
**NAME OF THE APPROVING AUTHORITY**  
 Designation/Position

**ANNEX C.2.**  
(For employees)

**SPECIAL ORDER**  
No. \_\_\_\_\_  
Series of 2023

**SUBJECT : AUTHORITY TO ADOPT FLEXIBLE WORK ARRANGEMENTS**

The following **(STAFF NUMBER)** employees of the **(NAME OF OBS)** are hereby authorized to adopt the flexible work arrangements indicated below for the month of **(e.g. SEPTEMBER 2023)**, in compliance to the DSWD Administrative Order No. \_\_\_\_, series of 2023, or the ***“Guidelines in the Implementation of Flexible Work Arrangements in the Department of Social Welfare and Development”*** issued on **(date of the approval of this AO):**

- A. WORK FROM HOME** – The following staff are committing to accomplish the following tasks and provide the expected outputs herein:

NAME/S	DATE/S	NO. OF DAY/S	SPECIFIC TASKS	EXPECTED OUTPUTS

- B. WORK FROM SATELLITE OFFICE**

NAME/S	DATE/S	NO. OF DAY/S	PLACE OF THE SATELLITE OFFICE	SPECIFIC TASKS	EXPECTED OUTPUTS

- C. WORK FROM ANOTHER FIXED PLACE**

NAME/S	DATE/S	NO. OF DAY/S	PLACE WHERE WORK WILL BE RENDERED	SPECIFIC TASKS	EXPECTED OUTPUTS

**D. COMPRESSED WORKWEEK**

- The time schedule should be at ten (10) hours per day, exclusive of the time for lunch.

DATE/S	TIME SCHEDULE

**E. SKELETON WORKFORCE**

DATE/S	TIME SCHEDULE

**F. WORK SHIFTING**

NAME/S	DATE/S	TIME SCHEDULE

It is hereby understood that the Head of this OBS/Cluster/Field Office is certifying that he/she has evaluated the requests of the abovementioned employee/s for FWA/s and has been assured of an effective, efficient and productive work during the period that they are on FWAs.

Further, I shall be held accountable should this OBS has failed to deliver its mandate/functions that may be due to the adoption of FWAs of the abovementioned staff.

Issued this \_\_\_ day of \_\_\_\_\_, 2023 in \_\_\_\_\_.

**SIGNATURE**

\_\_\_\_\_  
**NAME OF THE APPROVING AUTHORITY**

Designation/Position

**ANNEX D.1.**  
*(For officials)*

**SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2023

**SUBJECT : CONFIRMATION OF ADOPTED FLEXIBLE WORK ARRANGEMENTS**

This is to confirm that **(NAME OF THE OFFICIAL)** of the **(NAME OF OFFICE)** has adopted the following flexible work arrangements for the period **(e.g. SEPTEMBER 2023)**, in compliance to the DSWD Administrative Order No. \_\_\_\_, series of 2023, or the ***“Guidelines in the Implementation of Flexible Work Arrangements in the Department of Social Welfare and Development”*** issued on **(date of the approval of this AO)**:

- A. WORK FROM HOME** – (name of Official) has accomplished the following tasks and provided the outputs herein:

DATE/S	NO. OF DAY/S	OUTPUTS

- B. WORK FROM SATELLITE OFFICE**

DATE/S	NO. OF DAY/S	PLACE OF THE SATELLITE OFFICE	OUTPUTS

- C. WORK FROM ANOTHER FIXED PLACE**

DATE/S	NO. OF DAY/S	PLACE WHERE WORK WAS RENDERED	OUTPUTS

**D. COMPRESSED WORKWEEK**

- The time schedule should be at ten (10) hours per day, exclusive of the time for lunch.

DATE/S	TIME SCHEDULE

**E. SKELETON WORKFORCE**

DATE/S	TIME SCHEDULE

**F. WORK SHIFTING**

NAME/S	DATE/S	TIME SCHEDULE

Issued this \_\_\_ day of \_\_\_\_\_, 2023 in \_\_\_\_\_.

**SIGNATURE**

\_\_\_\_\_  
**NAME OF THE APPROVING AUTHORITY**  
 Designation/Position

**ANNEX D.2.**  
(For employees)

**SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2023

**SUBJECT : CONFIRMATION OF ADOPTED FLEXIBLE WORK ARRANGEMENTS**

This is to confirm that the following **(STAFF NUMBER)** employees of the **(NAME OF OBS)** adopted the flexible work arrangements indicated below for the period **(e.g. SEPTEMBER 2023)**, in compliance to the DSWD Administrative Order No. \_\_\_\_, series of 2023, or the ***“Guidelines in the Implementation of Flexible Work Arrangements in the Department of Social Welfare and Development”*** issued on **(date of the approval of this AO)**:

- A. WORK FROM HOME** – The following staff have accomplished the following tasks and provided the outputs herein:

NAME/S	DATE/S	NO. OF DAY/S	OUTPUTS

- B. WORK FROM SATELLITE OFFICE**

NAME/S	DATE/S	NO. OF DAY/S	PLACE OF THE SATELLITE OFFICE	OUTPUTS

- C. WORK FROM ANOTHER FIXED PLACE**

NAME/S	DATE/S	NO. OF DAY/S	PLACE WHERE WORK WAS RENDERED	OUTPUTS



**D. COMPRESSED WORKWEEK**

- The time schedule should be at ten (10) hours per day, exclusive of the time for lunch.

DATE/S	TIME SCHEDULE

**E. SKELETON WORKFORCE**

DATE/S	TIME SCHEDULE

**F. WORK SHIFTING**

NAME/S	DATE/S	TIME SCHEDULE

It is hereby understood that the Head of this OBS/Cluster/Field Office is certifying that he/she has evaluated the requests of the abovementioned employee/s for FWA/s and has been assured of an effective, efficient and productive work during the period that they were on FWAs.

Further, I shall be held accountable should this OBS has failed to deliver its mandate/functions that may be due to the adoption of FWAs of the abovementioned staff.

Issued this \_\_\_ day of \_\_\_\_\_, 2023 in \_\_\_\_\_.

**SIGNATURE**

\_\_\_\_\_  
**NAME OF THE APPROVING AUTHORITY**  
 Designation/Position