



Boy Scouts of the Philippines

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NATIONAL OFFICE MEMORANDUM

No. 33 , s. 2020

TO : National Office Directors, Regional Scout Directors and Heads of Offices

SUBJECT : Alternative Work Arrangements and Support Mechanisms for Employees of the Boy Scouts of the Philippines During the Period of State of National Emergency Due to COVID-19 Pandemic

In line with Civil Service Commission (CSC) Memorandum Circular No. 10 s. 2020, the Boy Scouts of the Philippines (BSP) adopted the following Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency due to COVID-19 Pandemic:

1. Scope and Coverage

These revised interim guidelines shall cover all employees and Contract of Service (COS) personnel of the BSP in the National Office, Regional Offices and Scout Camps.

2. Alternative Work Arrangements

2.1. The latest resolution of the Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), Resolution No. 35, placed the National Capital Region under Modified Enhanced Community Quarantine (MECQ) from 16-31 May 2020 which allows government agencies and the private sector to operate in a limited capacity following the guidelines issued by the IATF. Likewise, CSC Memorandum Circular No.10 s. 2020 allows government agencies to adopt any or a combination of alternative work arrangements provided therein.

After consultation with the National President and the Senior Management, it was agreed that a skeleton workforce shall be organized to attend to the day-to-day requirements of the national office and the regional offices. Only personnel assigned to do essential work like processing and payment of salaries, utilities, maintenance of office safety and security, janitorial and transportation services, camp and building maintenance to include pest control, decontamination, etc. shall be allowed to report for work.

Pursuant to the IATF Resolution No. 35 and CSC Memorandum Circular No. 10 s. 2020, Division Directors, Office Heads and Regional Scout Directors, Camp Managers must organize 2 groups of skeleton workforce to attend to the required work and needs of their offices on a 4-day work-week arrangement, viz:

| Office | Group A (Mon & Tue) Number of Persons | Group B (Wed & Thurs) Number of Persons | Total |
|---------------------------------|--|--|-------------|
| Office of the Secretary General | - 2 | 2 | 4 |
| Administration Division | - 4 | 4 | 8 |
| Finance Division | - 3 | 3 | 6 |
| Field Operations Division | - 3 | 2 | 5 |
| Internal Audit Office | - 1 | 1 | 2 |
| PRCO | - 2 | 2 | 4 |
| Economic Enterprise Div. | - 2 | 2 | 4 |
| NSS | - 3 | 3 | 6 |
| MNSR (excluding Security) | - 1 | 1 | 2 |
| CHSC (including watchmen) | - 2 | 2 | 4 |
| Total | 23 | 22 | 45 man-days |

All other staff not assigned to the skeleton workforce shall remain under strict home quarantine pursuant to the Modified Enhanced Community Quarantine guidelines issued by the IATF-MEID until further notice.

The Regional Offices, NSS Distribution Centers and Camps shall remain closed subject to quarantine guidelines issued by the local government authorities in their respective areas of jurisdiction. Regional Scout Directors and Camp Managers residing in said camps are however encouraged to adopt the work from home arrangements and shall be on-call whenever necessary.

2.2 Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible. In order to make this measure feasible, the following shall be observed:

- A. The employees assigned as skeleton work force during Enhanced Community Quarantine (ECQ)/ General Community Quarantine (GCQ) shall be issued the necessary travel/office orders, in addition to the office-issued IDs for proper identification.
- B. Offices located in areas placed under the GCQ shall use skeleton workforce as one of its alternative work arrangements.
- C. In case the duty or work schedule of an employee assigned as a skeleton workforce falls on a regular holiday, the required 40-hour work-week shall be considered as complied. However, if the employee is required to report, he or she shall be entitled to additional compensation like overtime pay for COS personnel and compensatory time off (CTO) for regular employees, among others.
- D. The employees assigned as skeleton workforce shall be entitled to Five Hundred Pesos (Php 500.00) Hazard Pay per day on top of the CTO or Overtime Pay, as well as other applicable allowances, subject to accounting and auditing rules and regulations.

2.3 Heads of operating units shall consult with their staff on the skeleton workforce and, thereafter, the name of staff and schedule of work shall be submitted to HRMO copy furnished the Office of the Secretary General immediately.

3.0 Support Mechanisms

All workers shall be afforded with the following adequate support mechanisms:

- A. Health/psychosocial interventions like stress debriefing by professional practitioners whenever necessary.
- B. Provision of appropriate personal protective equipment (PPE) to employees (e.g. face mask, etc.)
- C. Reasonable meal allowance of Two Hundred Pesos (Php 200.00) per day, transportation facilities and housing quarters shall be provided to employees assigned as skeleton workforce, whenever practicable, and subject to accounting and auditing rules and regulations. The *Economic Enterprise Division* (EED) shall ensure appropriate housing quarters to all qualified employees.
- D. The payment of Hazard Pay and Meal Allowance shall be computed based on the number of hours rendered, viz:

| No. of hours rendered physically at the office | Hazard Pay | Meal Allowance |
|--|------------|----------------|
| Less than 4 hours | None | None |
| 4 -6 hours | 50% | 50% |
| At least 8 hours | 100% | 100% |

- E. Reasonable expenses incurred during the work-from-home may be defrayed by the agency subject to accounting and auditing rules and regulations; and

- F. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval of the National President subject to accounting and auditing rules and regulations.

5.0 General Guidelines

- 5.1. This alternative work arrangements is subject to any amendment, whenever necessary, and shall remain in effect within the duration of the State of National Emergency or until lifted by the President.
- 5.2. Priority shall be given to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).
- 5.3. The following activities and precautionary measures shall be implemented prior to the resumption of normal office/business operations:
 - A. The EED shall conduct disinfection or decontamination of offices, buildings, facilities/camps and vehicles regularly and as often as possible.
 - B. The Human Resource Management Office shall conduct a health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19. Survey forms shall be made available for employees to accomplish and submit before they are allowed to enter the office premises.
 - C. Heads of operating units shall modify workplace layout whenever necessary to ensure observance of physical distancing requirements in the office/work stations.
- 5.4. Physical distancing requirements should always be observed at all times.
- 5.5. The Flag Raising Ceremony on Mondays shall be suspended during the period of State of National Emergency.

The BSP National Office *division assigned for the flag raising ceremony* shall raise the Philippine Flag, World Organization of the Scout Movement Flag and BSP Flag at 0800H on Mondays and shall lower it on Fridays at 1700H or on Thursdays on 4-day work-week. A morning prayer shall precede the 0800H flag raising ceremony through the public address system/intercom.
- 5.6. The full flexi-time is suspended during this period. Official work hours starts at 0800H and ends at 1700H in support to the curfew being implemented by the Local Government Units and the cost cutting measures currently being undertaken by the office. All operating units should exercise prudence in their business activities.
- 5.7. The common dining area in the National Office shall be temporarily closed as way of imposing physical distancing in the office. Individual dining in the office is allowed in the meantime. Responsible Officers/Office Heads shall ensure offices sanitation, cleanliness and the proper disposal of waste.
- 5.8. The use of office uniforms/attire is suspended. In lieu thereof, the use of smart casual attire is encouraged.
- 5.9. Minimum health standards protocol shall be implemented at all times such as wearing of face masks, taking of body temperature, and presence of sanitation stations with soap and 70% rubbing alcohols for hand washing and disinfection.
- 5.10. Building disinfection and sanitation of common areas shall be done regularly and supervised by the EED. Foot bath with disinfectant solution shall be placed and maintained at the main entrance of the office/building. Office heads are responsible in maintaining office cleanliness and proper sanitation.
- 5.11. Operating Units are encouraged to use videoconferencing/teleconferencing in conducting meetings to minimize face-to-face interaction.

5.12. During the MECQ/GCQ and as part of the safety measures being undertaken against COVID-19 transmission, the use of the Finger Scan Biometric Time Keeping Device (FSBTKD) is suspended during the Period of State of National Emergency. Employees are therefore required to manually accomplish their Daily Time Record (CSC DTR Form No.48) duly noted with the signature of their immediate supervisor. The DTR shall be submitted to the HRMO immediately after every payroll cut-off.

5.13. Use of the elevator. Only 3 persons are allowed to use and get inside the elevator at any given time.

A signage for this purpose shall be posted inside and outside the elevators of the BSP National office Building. The elevators shall be disinfected/sanitized regularly and/or every after use.

5.14. Use of the emergency/fire exit:

- A. The right side fire exit (north wing of building) is designated for going-up only; and
- B. Left side fire exit (south wing of building) is designated for going-down only.

6. Effectivity

This interim guidelines shall take effect retroactively on 16 March 2020 pursuant to CSC Memorandum Circular No. 10 series 2020.


ROGELIO S. VILLA JR.
Secretary General

Cc: Office of the National President
 Office of the Secretary General
 Human Resource Management Office
 Office of the Commission on Audit-BSP Auditor
 All others concerned
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