



# Boy Scouts of the Philippines

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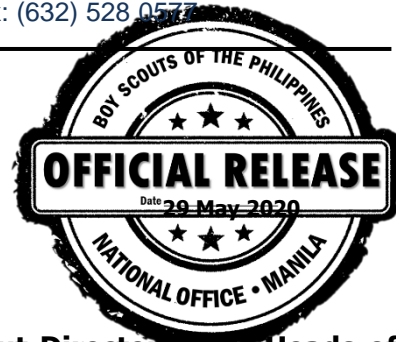
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29 May 2020

## NATIONAL OFFICE MEMORANDUM

No. 37 , s. 2020



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

**SUBJECT : Revised Alternative Work Arrangements and Support Mechanisms for Employees of the Boy Scouts of the Philippines**

In line with IATF Resolution No. 40, s. 2020 which placed the entire National Capital Region under General Community Quarantine (GCQ) from 01-15 June 2020, and Civil Service Commission (CSC) Memorandum Circular No. 10 s. 2020, the Boy Scouts of the Philippines (BSP) has adopted the following Alternative Work Arrangements during the period of the GCQ, viz:

### 1. Scope and Coverage

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

### 2. Alternative Work Arrangements

- 2.1. The Inter Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), Resolution No. 35, s. 2020 placed the National Capital Region under Modified Enhanced Community Quarantine from 16-31 May 2020, IATF Resolution No. 40, s. 2020 downgraded the status to GCQ effective 01 June 2020 until 15 June 2020, the *Revised Omnibus Guidelines on the Implementation of Community Quarantine* issued by the IATF-EID allows government agencies and the private sector to operate at 50% capacity and to allow not more than 50% of the employees to report for work while providing for alternative work arrangements. Likewise, CSC Memorandum Circular No. 10, s. 2020 allows government agencies to adopt any or a combination of the alternative work arrangements provided therein.

In a meeting with the National President and the Senior Management, it was agreed that a Skeleton Work Force (SWF) of not more than fifty percent (50%) of the employees shall be allowed to report for work which shall be limited to those doing essential work on a four-day workweek combination. The list of which shall be identified by the National Office Directors and Office Heads concerned, after due consultation with their staff and, the list shall be submitted to the Human Resource Management Office (HRMO) for records purposes.

Regional Offices, Scout Camps and NSS Distribution Centers shall be allowed to operate at 100% capacity. All personnel assigned to maintain Makiling National Scout Reservation Camp in Laguna, Capitol Hills Scout Camp in Cebu City and BSP Property in Baguio City shall report for work to maintain cleanliness, and perform regular sanitation and disinfection of all common use areas and facilities and such other necessary works prescribed by the office following the minimum health standards and quarantine guidelines issued by the IATF and the Local Government Units in their areas of operation.

During the quarantine period, Camp Managers in coordination with the Director of the Economic Enterprise Division (EED) shall convert all idle lands in their camps to be utilized for the Urban Agriculture Project (UAP) under the *ALPAS Sa COVID-19* project of the Department of Agriculture to ensure food availability and economic gains per BSP National Office Memorandum No. 34, s. 2020. Regional Offices are likewise encouraged to do the same whenever practically feasible. Appropriate after action reports on the UAP must be submitted to the Field Operations Division (FOD) for records and policy purposes.

### 3. Support Mechanisms

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

- A. Health/psychosocial interventions like stress debriefing by professional practitioners whenever necessary.
- B. Whenever, and as often as necessary, appropriate personal protective equipment (PPE) like face mask, face shields, gloves, etc. shall be provided.
- C. A reasonable meal allowance of Two Hundred Pesos (Php 200.00) per day shall be given to the SWF during the GCQ. Employees who shall be provided with housing quarters are not qualified to receive the transportation allowance. However, a reasonable transportation allowance of Two Hundred Pesos (Php 200.00) per day shall be provided to personnel who will be required to report for work during the GCQ provided they commute daily from their home to the place of work subject to accounting and auditing rules and regulations.
- D. All personnel assigned as SWF shall be entitled to a Hazard Pay of Five Hundred Pesos (Php 500.00) per day.
- E. The authorized allowances for personnel physically reporting for work to the office shall be apportioned as follows:

<b>Number of work hours rendered at the office</b>	<b>Meal Allowance</b>	<b>Hazard Pay</b>	<b>Transportation Allowance</b>
Less than 4 hours	None	None	None
At least 4 hours	50%	50%	50%
At least 8 hours	100%	100%	100%

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

#### 4. General Guidelines

- 4.1. These alternative work arrangements are subject to amendments whenever necessary and shall remain in effect during the period of GCQ or until lifted by the President of the Philippines.
- 4.2. Priority shall be given to the preferred alternative work arrangement of personnel who are senior citizens, pregnant women, and persons with disabilities (PWD).
- 4.3. The following activities and precautionary measures shall be implemented prior to the resumption of normal office/business operations:
  - A. There shall be regular conduct of disinfection or decontamination of offices, buildings, facilities/camps and vehicles regularly and as often as possible.
  - B. All employees must accomplish 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. All accomplished survey forms must be submitted to the HRMO for records purposes.
  - C. Heads of operating units shall modify workplace layout whenever necessary to ensure observance of physical distancing requirements in the office/work stations.
- 4.4. The Minimum health standards protocol must be properly observed at all times to include but not limited to the following:
  - A. Frequent washing of hands-liquid soap shall be made available in identified washing stations;
  - B. Wearing of face mask;
  - C. Maintaining physical distancing;
  - D. Taking of body temperature -employees with body temperature of more than 37.8 degrees centigrade shall be sent home or referred to a referral hospital as necessary;
  - E. Regular disinfection and sanitation of common use areas including provision of foot bath at the main door/gate entrance; and
  - F. Adopting and maintaining a healthy lifestyle among others.
- 4.5. Visitors shall undergo health screening by accomplishing a health survey form before being allowed entry into the office. Official visitors to the office shall be made by appointment only. There shall be no walk-in visitors allowed.
- 4.6. The Flag Raising Ceremony on Mondays is suspended during the period of General Community Quarantine.

The BSP National Office *division assigned for the flag raising ceremony* shall raise the Philippine Flag, World Organization of the Scout Movement Flag and Boy Scouts of the Philippines Flag at 0800H on Mondays and shall lower it on Fridays or Thursdays at 1700H on a four-day work week. A morning prayer shall precede the flag raising ceremony through the public address system/intercom.

- 4.7. The full flexi-time shall remain suspended during the GCQ period. Official work hours starts at 0800H and ends at 1700H in support to the curfew being implemented by the local government units (LGUs) and the cost cutting measures currently being implemented. All operating units must exercise prudence in their business activities as well.
- 4.8. Group dining is not allowed at the work place. The common dining area shall remain temporarily closed. Individual dining in the office is allowed in the meantime. Responsible Officers/Office Heads shall ensure office sanitation, cleanliness and the proper disposal of waste.
- 4.9. The use of office uniforms/attire shall remain suspended until further notice. The use of smart casual attire is encouraged.
- 4.10. Operating Units are encouraged to use video conferencing/teleconferencing in conducting meetings to minimize face to face interaction.
- 4.11. During the 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. 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.
- 4.12. **Use of the elevator.** Only three (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 at the BSP National office Building. The elevators shall be disinfected/sanitized regularly and/or every after use.

- 4.13. 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.

## 5. Effectivity

This revised guidelines shall take effect 01 June 2020.

  
**ROGELIO S. VILLA JR.**  
Secretary General

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