



# Boy Scouts of the Philippines

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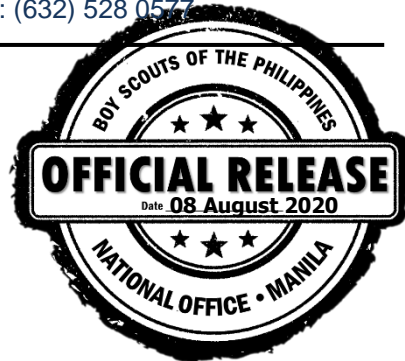
04 August 2020

### NATIONAL OFFICE MEMORANDUM

Number 49 , s. 2020

**TO : BSP Officials and Employees**

**SUBJECT : Addendum to the Guidelines on the Revised Alternative Work Arrangement**



Pursuant to *Civil Service Commission (CSC) Memorandum Circular Number 10, s. of 2020*, this addendum to *BSP National Office Memorandum No. 37, s. of 2020* which prescribed the guidelines on the implementation of Alternative Work Arrangement for BSP Employees and COS Personnel is hereby required, viz:

#### **A. Definition of WORK FROM HOME (WFH)**

WFH is an output-oriented work arrangement that authorizes the worker to produce outputs, results and accomplishments outside of the office.

1. Directors/ Office Heads/ Immediate Supervisor in consultation with their concerned personnel shall assign list of work assignment to be accomplished in terms of man-days per work week.
2. Priority for the WFH arrangement shall be given to employees who are senior citizens, pregnant women, persons with disabilities as well as those with immunodeficiency, comorbidities, or other health risks, and those who are residing in areas placed under Enhanced Community Quarantine or General Community Quarantine.
3. Employees on WFH arrangement shall submit their Accomplishment Report (Annex 1) via electronic mail to their Immediate Supervisor who shall review, approve and forward the same to the Human Resource Management Office at [bsp181hrmo@gmail.com](mailto:bsp181hrmo@gmail.com) for validation and recording.
4. Employees under WFH arrangement shall make themselves available from 8:00 A.M. to 5:00 P.M. thru phone calls and e-mails during their WFH schedule.
5. Application for Sick Leave or Vacation Leave must be submitted on-line using the Personnel Management Attendance and Payroll Solution (PMAPS). Kindly refer to unnumbered memorandum dated 02 March 2020 on Guidelines on Filing of Application for Leave/ Compensatory Overtime Credit or you may contact the HRM personnel or send email to [bsp181hrmo@gmail.com](mailto:bsp181hrmo@gmail.com) for further information and assistance.
6. Accomplishment Reports must be submitted every Monday of the week, failure to submit thereof shall consider the employee absent from work and the corresponding deduction from his/her earned leave credits/salary shall be applied.

## **B. Definition of SKELETON WORKFORCE (SWF)**

SWF is a work arrangement where a minimum number of employees is required to physically report to office to render service when full staffing is not possible due to the COVID-19 pandemic.

1. Only employees listed in the approved schedule of SWF shall be allowed to physically report to office for work.
2. Employees are required to accomplish and submit the on-line Health Declaration Form (oHDF) and undergo temperature check to determine if they are fit to physically to report for work. The HDF shall also serve as proof of attendance.
4. The Flexi-Time schedule remains suspended. The official work hours shall be from 8:00 A.M. to 5:00 P.M.
5. A SWF employee who fails to report for work on his/her schedule shall be considered absent for the day. Absences from work cannot be offset by other work schedule for the week. An employee who is assigned as SWF shall remain as such, any request to change the work arrangement to WFH must have the prior written approval of the Secretary General.
6. On-call work arrangement is applicable only to the members of the Senior Management Team because of the nature of their work.
7. Overtime/Compensatory Overtime Credit (COC) is not allowed, except in the exigency of service.
8. Strict implementation of the following **Minimum Health Standards** shall be observed at all times within the office premises, to wit:
  - a. Physical Distancing with a minimum of 1.5 meters;
  - b. Wearing of face mask and face shield when having face to face meeting or conversation in a closed or confined space;
  - c. Regular washing/sanitizing of hands using soap or alcohol especially after receipt and/or processing of office documents.

For information, guidance and compliance.

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

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