

[MEMORANDUM CIRCULAR NO. 79, August 03, 2020]

OPERATIONAL CAPACITY TO BE ADOPTED BY GOVERNMENT AGENCIES AND INSTRUMENTALITIES DURING A MODIFIED ENHANCED COMMUNITY QUARANTINE

WHEREAS, on 02 August 2020, President Rodrigo Roa Duterte placed Metro Manila and the Provinces of Laguna, Cavite, Rizal, and Bulacan under a modified enhanced community quarantine (MECQ), effective 04 August 2020;

WHEREAS, The Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), provides for among others, the operational capacity that may be adopted in agencies and instrumentalities of the government, including government -owned or -controlled corporations (GOCCs), as well as local government units (LGUs) under each community quarantine classification;

WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular No. 10 (s.2020), providing for the 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; and

WHEREAS, to ensure the continuous delivery of services in government agencies and instrumentalities, while observing the guidelines on community quarantine, there is a need to lay down the work arrangements that should be observed by government offices under MECQ;

NOW, THEREFORE, the following are hereby ordered;

Section 1. Definition of Terms. As used herein, the following terms shall be understood thus:

- a) Operational capacity- the number of employees or workers who can be permitted or required to physically report to work on-site in a particular agency of the government, generally expressed as a percentage of the total workforce in such agency;
- b) Skeleton workforce- the operational capacity which utilizes the smallest number of people needed for a government agency to perform its basic functions.

Section 2. Operational capacity in MECQ. All government agencies and instrumentalities of the executive branch, including GOCCs, located in all geographical areas placed under MECQ, shall adopt a skeleton workforce up to a maximum of 50% operational capacity at any given time, unless a higher