

Memorandum Circular	GUIDELINES ON DAP OPERATIONS AND SERVICE DELIVERY MECHANISM UNDER A GENERAL COMMUNITY QUARANTINE (GCQ)	
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MC-2020-025		1 of 5 pages

1. REFERENCE DOCUMENTS:

- 1.1. Proclamation No.922 Declaring a State of Public Health Emergency throughout the Philippines;
- 1.2. **August 17, 2020**, Inter-Agency Task Force Resolution No.64, s.2020 placing The National Capital Region, and the provinces of Bulacan, Cavite, Laguna, and Rizal shall be placed under General Community Quarantine (GCQ);
- 1.3. **August 3, 2020**, Memorandum Circular No.79, Operational Capacity to be adopted by Government Agencies and instrumentalities During an Modified Enhanced Community Quarantine;
- 1.4. **May 7, 2020**, 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 CoVID19 Pandemic;

2. OBJECTIVES:

- 2.1. To provide the guidelines governing the operations of the Academy in the light of mandated GCQ, travel restrictions and social distancing policies issued by government authorities as critical precautionary measures to contain the spread of CoVID19.
- 2.2. Specifically, it aims to ensure the unhampered operations of the Academy with the barest minimum personnel requirement reporting on site.

3. COVERAGE:

These guidelines shall apply to all DAP personnel, both plantilla and non-plantilla, based in its Head Office in Pasig City, and the DAP Conference Center (DAPCC) in Tagaytay City.

4. IMPLEMENTING GUIDELINES:

4.1. OPERATIONAL CAPACITY.

- 4.1.1. In exceptional circumstances, the allowable operating capacity of the Academy who shall be allowed to report on-site shall in no case exceed, at any one time, 50% of its total human resource.

4.2. WORK ARRANGEMENT.

4.2.1. The Academy shall continue to adopt the alternative work arrangement set forth in DAP MC 2020-014.

4.3. DESIGNATED SKELETON WORKFORCE.

Personnel who are requested to report on-site to render essential service shall form part of the Academy's skeleton work force. They shall constitute 10% of the total workforce the Academy.

4.3.1. A Certification that named personnel has been requested to report to DAP to render essential service shall be secured by the Group Head from the HRMDD.

4.3.2. Personnel who shall be requested to report for work shall be accorded with "*sundo-hatid*" service using DAP MVpool.

4.4. AUTHORIZED MAINSTAYS.

4.4.1. Only the authorized mainstays are allowed to stay at the DAP Pasig and the DAP Tagaytay during the period of the GCQ. In order to provide administrative and technical support to other skeletal workforce Reporting-On-Site (ROS), and Working From Home (WFH), Select Skeletal Workforce (SSW) or staff may be authorized to stay-in at the DAP building. The authorized mainstays may include personnel who render maintenance, upkeep, and security of the premises, the properties and the personnel of the Academy.

4.4.2. Authorized mainstays are limited to staff from the following units:

- 4.4.2.A. Housekeeping of the Building-facilities
- 4.4.2.B. Transport/Motorpool Services
- 4.4.2.C. Security Services
- 4.4.2.D. Engineering/Equipment Maintenance Services
- 4.4.2.E. IT Support
- 4.4.2.F. Identified skeletal workforce

4.4.3. They shall be provided with food, accommodation, and use of utilities available inside the building during the period covered. They are mandated as well to follow home quarantine procedures, observe social distancing even while on duty, and follow the rules and regulations of the Local Government Unit (LGU) which has jurisdiction over the concerned DAP office.

4.4.4. While in DAP premises, these personnel shall not go out or loiter around the neighborhood. As maybe extremely necessary to buy food and medical supplies or access essential health service, only one person shall be allowed to go out of the DAP premises.

4.4.5. The Committee on Safety and Health (COSH) shall undertake a continued assessment of the health and wellness of the mainstays and when necessary, recommend to the Crisis Management Committee appropriate action or intervention.

4.5. DAP ACTIVITIES INVOLVING FACE-TO-FACE INTERACTION.

4.5.1. All conduct of and/or participation to trainings, focus group discussions (FGDs), and activities that require mass gatherings as defined in Proclamation No.922 are suspended.

4.5.2. All FGDs and meetings for consultancy and technical assistance with partner institutions shall be done in a non-face-to-face manner.

4.5.3. All social gatherings of the Academy such as development clinic, team building, summer retreat, and other related activities shall be suspended.

4.6. TECHNICAL AND ADMINISTRATIVE SUPPORT

4.6.1. **Document Tracking System.** In order to facilitate the processing of obligations, ensure that the Academy can respond to urgent concerns, and give way to a smooth transition to normal operations, all submissions, except transactions as may be determined by management to be done via the usual routing of paper document, the Document Tracking System (DTS) shall continue to be utilized.

4.6.2. Remote Access to DAP Information Systems.

4.6.2.A. Identified personnel shall be given remote access to different information systems e.g., Financial Management Information System (FMIS), Logistics Management Information System (LMIS), and Human Resource Information System (HRIS), etc. of the Academy subject to certain security protocols.

4.5.3.1. Other information systems such as the Project Management Information System (PMIS), Document Management System (DMS), and Document Tracking Management System (DTMS) are accessible via cloud service.

4.5.3.2. Online helpdesks for Services-related processes and IT-related concerns shall be established to respond to all transactions.

4.5.3.3. **Online Conference Meetings.** Academy-level and Group-level management shall coordinate on a regular basis through online communication and, where feasible, through online conferencing applications. DAP-COSM-MIS shall provide a platform to facilitate online conference meetings.

4.7. ONLINE HEALTH MONITORING AS DAILY TIME RECORD

- 4.7.1. The CoVID19 Response Team (C19RT) has recommended that a stronger **HEALTH MONITORING** and **CoVID19 SUSCEPTIBILITY & RISK (HMSR)** Monitoring System must be established, and as such the new HMSR shall be soon ready for implementation;
- 4.7.2. In support of this initiative, it is ordered that all appointed or engaged personnel who are on board as of a given date, shall log-in to the HMSR and fill-out or accomplish the “*Self-Health Declaration Form*” online form on a timely and regular basis;
- 4.7.3. Below is the link to the HMSR:
- <https://sites.google.com/dap.edu.ph/c19rt/home>
- 4.7.4. Those who will be on ROS, shall also log-in, at least one day before their “**Sundo-Hatid**” arrives to pick them up. This is to give enough time for the C19RT to pre-empt and stop the transpo-service if certain criteria in the HMSR determines that a “**RED flag**” is raised from the responses culled from the HMSR monitoring system;
- 4.7.5. All employees who shall be on mode WFH shall also log-in and submit the filled-out online ‘*Self-Health Declaration Form*’ not later than midday of a given working day;
- 4.7.6. The log-in record in the HMSR-system shall be construed and will be used as the equivalent Daily-Time-Record (DTR);
- 4.7.7. Any missed entry in the prescribed forms/template found in HMSR monitoring system, will be referred to the Center/Department Head or designated immediate Supervisor of the concerned person for justification and appropriate action. The Group Head of the concerned person shall be likewise copy furnished.
- 4.7.8. The database of the electronically submitted ‘*Self-Health Declaration Form*’ shall be verified for purposes of processing payroll over a given period. Dates without the submitted ‘*Self-Health Declaration Form*’ shall be taken to mean that such date is non-compensable and therefore salary for that day shall not be compensated;
- 4.7.9. No reaction from the Group Head before the approval of the payroll shall constitute approval from the concerned Group Head. On the other hand, a reaction that has not favorably resolved by C19RT shall also be likewise treated as a non-compensable day for the person who did not submit the filled-out ‘**Self-Health Declaration Form**’.

4.8. DEATAILED HEALTH, SAFTEY AND CONTACT TRACING PROTOCOLS

- 4.8.1. The DAP C19RT will be releasing the detailed health, safety, and contact tracing protocols after it has been finalized the review/analysis of the relevant databases that will be submitted in the coming days;
- 4.8.2. The Center/Department Heads copy furnished the concerned Group Heads will be provided with trends/profiles per person or per cluster for everyone's guidance and compliance.

EFFECTIVITY

This Memorandum Circular shall take effect immediately; Any provision in this (MC) may be changed, modified, deleted or superseded by the President & CEO, or by the duly designated Officer-in-Charge of the Academy; provide further that such change, modification, deletion, or alteration and even revocation is compliant with the more recent issuance/s of the Inter-Agencies Task Force CoVID19 (IATF-CoVID19), or any order coming from the concerned Local Government Unit, or from the Executive Branch of the Government.

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