



Republic of the Philippines  
**Department of Environment and Natural Resources**  
**MINES AND GEOSCIENCES BUREAU**

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**MEMORANDUM ORDER**

No. 2020-005

JUN 04 2020

**SUBJECT: SUPPLEMENTAL GUIDELINES/PROTOCOLS FOR THE OPERATION OF THE MINES AND GEOSCIENCES BUREAU OFFICES UNDER GENERAL COMMUNITY QUARANTINE AND MODIFIED GENERAL COMMUNITY QUARANTINE**

In the interest of service and in conformity with the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines approved by the Inter-Agency Task Force on 15 May 2020 and Civil Service Commission Memorandum Circular No. 10, s. 2020, the following supplemental guidelines/protocols shall be implemented in all offices of the Mines and Geosciences Bureau (MGB):

**Section 1. Alternative Work Arrangements (AWAs)**

- a. All offices of MGB shall adopt the combination of Work-from-Home and Skeleton (Skeletal) Workforce Alternative Work Arrangements (AWA).

**Section 2. Parameters in the Implementation of Work-from-Home AWA**

- a. The following tasks may be performed based on the functions of the Office/Division to accomplish the targets as approved in its Work and Financial Plan:

1. research;
2. policy formulation/review/amendment;
3. project work, including but not limited to, drafting of proposals/project studies/training modules;
4. data encoding/processing;
5. adjudication of cases or review of cases, including legal work;
6. budget planning and forecasting;
7. recording, examination and interpretation of financial records and reports;
8. evaluation and formulation of accounting, auditing and management control systems;
9. computer programming;
10. database maintenance;
11. design work/drafting of drawing plans;
12. preparation of information materials;
13. sending/receiving e-mail;
14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
15. other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

- b. To facilitate the implementation of the Work-from-Home arrangement, the following shall be ensured:

1. The employees are given tasks to be performed to the full extent possible in terms of man-days per work week.
2. Employees under Work-from-Home shall make themselves available during the work hours that they are at home.



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3. The employees have access to or is provided with any communication equipment or facilities available, such as computer/laptop, internet or e-mail, facsimile, telephone or mobile phone.
4. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.
5. The confidential and proprietary information are protected and secured at all times.

### **Section 3. Parameters in the Implementation of Skeleton (Skeletal) Workforce AWA**

- a. The following percentage of workforce must be maintained:
  1. From June 1 up to 15, 2020, each office must maintain at least thirty five percent (35%) workforce;
  2. From June 16 up to 30, 2020, each office must maintain a minimum of fifty percent (50%) workforce;
  3. From July 1 up to 31, 2020, each office must maintain a minimum of seventy-five percent (75%) workforce; and
  4. Starting August 1, 2020, all offices must have a hundred percent (100%) workforce and at full operational capacity.
- b. Employees that are required to report physically may be provided by shuttle services as well as point-to-point transport services. However, once the public transportation is fully operational, the use of government service vehicles as shuttle services shall automatically be lifted.

### **Section 4. Delivery of Services**

- a. Field work may be allowed in areas where public transportation are operationalized and health standards are observed.

### **Section 5. Support Mechanisms**

- a. Employees must be afforded with the following adequate support mechanisms:
  1. Health/psychosocial interventions like stress debriefing, if necessary or applicable;
  2. Provision of appropriate personal protective equipment (PPE) to some frontline service providers and face masks to all employees;
  3. Reasonable housing quarters shall be provided to employees assigned as skeleton workforce, whenever practicable, and subject to accounting and auditing rules and regulations;
  4. Reasonable expenses incurred during the Work-from-Home may be defrayed by the agency subject to accounting and auditing rules and regulations; and
  5. 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 heads of agencies subject to accounting and auditing rules and regulations.

### **Section 6. General Guidelines**

- a. The AWAs shall be adopted only for the duration of the State of National Emergency or until lifted by the President.



- b. The following activities and precautionary measures should be implemented prior to the resumption of normal office operations:
1. Disinfection or decontamination activities on all its buildings, facilities and office vehicles. The disinfection should be part of the regular maintenance and upkeep of each office.
  2. Conduct of 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 disease.
  3. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.
- c. For AWAs that require physical presence in the office premises, physical distancing requirements should always be observed.
- d. 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.
- e. Videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction may be used.
- f. A monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the AWAs to ensure that public service delivery is not prejudiced shall be adopted.

### Section 7. Effectivity

This Supplemental Guidelines shall take effect immediately and may be lifted, modified or superseded by later guidelines.

  
**ATTY. WILFREDO G. MONCANO**  
Acting Director



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