



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO 2023-01-0005 *Jan*

**GUIDELINES ON THE IMPLEMENTATION OF THE ALTERNATIVE WORK
ARRANGEMENT IN THE DEPARTMENT OF ENERGY (DOE)**

WHEREAS, Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation (EEC) Act, institutionalizes energy efficiency and conservation as a national way of life, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

WHEREAS, to address the adverse effect of the steep global prices of petroleum products in the local market as well as the effect of Corona Virus Infectious Disease-19 (COVID-19) pandemic, the government is taking the lead in reducing consumption of both electricity and fuel;

WHEREAS, to invigorate the country's economy, the government sector shall efficiently and judiciously utilize electricity and fuel by accelerating the implementation of energy efficiency and conservation measures in the whole of government;

WHEREAS, Section 5 of the EEC Act states that the DOE shall take the lead in the implementation of the law, and shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs;

WHEREAS, the DOE, as the lead agency in implementing the EEC Act, shall formulate strategies that are geared to promote and encourage the prudent utilization of electricity and fuel such as the adoption of various alternative work arrangement schemes for government employees;

WHEREAS, Section 1, of RA 1880 or "*An Act to Amend the Second Paragraph of Section Five Hundred and Sixty-Two and Section Five Hundred and Sixty-Four of the Revised Administrative Code*", in particular legal hours of labor-minimum requirement, states that such hours, except for schools, courts, hospitals, and health clinics or where the exigencies of service so require, shall be as prescribed in the Civil Service Rules and as otherwise from time to time disposed in temporary executive orders in the discretion of the President of the Philippines but shall be eight (8) hours a day, for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch.

WHEREAS, Section 7, Rule XVII (Government Office Hours) of the Omnibus Rules Implementing Book V of Executive Order (E.O.) 292 and Other Pertinent Civil Service Laws provides that in the exigency of the service, or when necessary by the nature of work of a particular agency and upon representation with the Civil Service Commission (CSC) by the department heads concerned, requests for rescheduling or shifting of work schedule for a number of working days less than the required five (5)

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days may be allowed provided that government officials and employees render a total of forty (40) hours a week and the public is assured of core working hours of eight in the morning to five in the afternoon continuously for the duration of the entire work week;

WHEREAS, CSC MC No. 22, series of 2014 or the *“Adoption of Four-Day Workweek Scheme in Government Agencies in Metro Manila”*, encourages government agencies in Metro Manila to implement a four-day workweek scheme to contribute to lessening the volume of traffic in Metro Manila;

WHEREAS, CSC MC No. 25, series of 2019, or the *“Revised Guidelines on Flexible Working Hours in the Government”*, complemented the strategies of the government to ease the traffic congestion particularly in Metro Manila and other urbanized cities in the country;

WHEREAS, CSC MC No. 10, series of 2020 or 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”*, provides that government agencies may adopt any or a combination of various alternative work arrangement schemes;

WHEREAS, CSC Memorandum Circular (MC) No. 6, series of 2022 or the *“Policies on Flexible Work Arrangements in the Government”*, provided the policies which are aimed to institutionalize relevant and appropriate work arrangements for government officials and employees to ensure efficient and effective performance of government functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times;

NOW, THEREFORE, in consideration of the foregoing premises, the DOE hereby mandates the adoption and implementation of the DOE Alternative Work Arrangement (AWA) Scheme as follows:

I. BACKGROUND AND RATIONALE

In response to various concerns on energy efficiency and conservation, work health and safety protocols, traffic congestion, natural and man-made calamities, among others, the Department of Energy (DOE) hereby resolves to adopt the attached guidelines in the implementation of the DOE Alternative Work Arrangement (AWA) Scheme.

II. OBJECTIVES

1. To reduce the agency's monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and efficiency and conservation in use of fuel of government vehicles, among others.
2. To ensure that DOE officials and employees achieve their set targets, and, in the same way, the offices achieve the set mandate under any circumstance.

3. To continually encourage and promote the use of Information and Communications Technology (ICT) in the workplace on relevant tasks that can be performed remotely.

III. SCOPE AND COVERAGE

The DOE-AWA Scheme shall apply to all DOE employees in the Main and Field Offices who are permanent, contractual, and coterminous.

All Contract of Service (COS), Job Order (JO), and Outsourced Manpower Personnel are not covered by the DOE-AWA Scheme.

IV. CONCEPT

The DOE-AWA Scheme is a combination of available alternative work arrangements (onsite and WFH), as provided by the CSC, which is appropriate or applicable to the mandate and functions of the Department.

Work from home (WFH) is a work arrangement where the DOE employees work at home or at their residence.¹

V. POLICIES AND GUIDELINES

A. GENERAL REQUIREMENTS

1. Onsite or Reporting to Work in the DOE Office

- 1.1. From Mondays to Thursdays, DOE employees shall report onsite for work, on a flexi-time schedule, from 7:00 AM to 8:00 AM and may end work any time from 4:00 PM or onwards, after completing the eight (8)-hour workday, exclusive of one (1)-hour lunch break.

Example:

Logs in at 6:30 AM, Logs out at 4:00 PM or onwards

Logs in at 7:25 AM, Logs out at 4:25 PM or onwards

- 1.2. Counting of tardiness shall commence from 8:01 AM onwards.
- 1.3. The biometrics machines shall be used for this purpose.
- 1.4. The Information Technology Division (ITD) shall ensure that the old biometrics system is modified.
- 1.5. All Directors and Officials who are not required to log in/out are enjoined to report to work during the prescribed official time.
- 1.6. Division Heads must ensure that the public is assured of the continuous services, especially those considered as "frontline

¹ CSC Memorandum Circular (MC) No. 6, series of 2022 or the "Policies on Flexible Work Arrangements in the Government"

offices" in the DOE from 8:00 AM to 5:00 PM. They shall also ensure uninterrupted public service delivery even during lunch breaks.

- 1.7. Any work beyond forty (40) hours a week shall be subject to overtime pay as may be authorized by the Secretary in accordance with the provision of CSC-DBM Joint Circular No. 2, series of 2015.

2. Work-From-Home (WFH)

- 2.1. On Fridays, DOE employees shall report to work via the WFH scheme, on a flexi-time schedule, from 7:00 AM to 8:00 AM, and may end work from 4:00 PM or onwards, after completing the eight (8)-hour workday, exclusive of one (1)-hour lunch break.

Example:

Logs in at 7:55 AM, Logs out at 4:55 PM or onwards

Logs in at 6:00 AM, Logs out at 4:00 PM or onwards

The Human Resource Information and Payroll System (HRIPS) shall be used for this purpose.

Counting of tardiness shall commence at 8:01 AM onwards.

- 2.2. All Supervisors, Division Chiefs, and Heads of Offices are enjoined to assign appropriate and substantive WFH tasks to their respective staff, and to ensure that tasks are accomplished.

Employees whose functions do not warrant WFH tasks (such as clerks, drivers, messengers, laboratory technicians, personnel assigned in receiving and frontline units, utility workers, among others) shall still be required to report every Friday, unless their respective Supervisors, Division Chiefs, and Heads of Offices can assign other appropriate and substantial WFH tasks.

Employee's productivity and engagement must be monitored and managed by the immediate superior. Division Chief and Supervisors will be accountable for the overall productivity of their respective divisions.

- 2.3. An "Accomplishment Report" Form shall be accomplished through the HRIPS by employees who are on WFH, using the My Daily Time Record (Internal) module.

All Division Chiefs and Heads of Offices who are signatories of the monthly Daily Time Record (DTR) shall ensure that the appropriate Accomplishment Reports are attached during the submission of monthly DTRs. Otherwise, they shall be held accountable for the non-submission of such.

Employees who failed to submit their Accomplishment Reports shall be automatically marked "Absent" on a particular day.

Accomplishment Reports and WFH tasks shall be reviewed by the Performance Management Team (PMT) to assess its effectiveness.

All Employees must be able to submit their DTRs with an approved Accomplishment Reports on or before the 15th day of the following month.

- 2.4. Employees on WFH must be reachable/accessible via mobile phone, email, and other means, from 7:00 AM to 5:00 PM.

An employee who fails to respond via text message, call, email, and other means from 7:00 AM to 5:00 PM shall be reported in writing by his/her Division Chief or Director to the HRMD, and may be subsequently marked as "Absent."

3. Onsite Reporting on Friday and Outside of Official Time

- 3.1. DOE employees who will be required to report onsite on a Friday shall render official time on a flexi-time schedule, from 7:00 AM to 8:00 AM and may end work any time from 4:00 PM or onwards, after completing the eight (8)-hour workday, exclusive of one (1)-hour lunch break.
- 3.2. They will no longer accomplish/submit an "Accomplishment Report" Form.
- 3.3. An approved "Friday Onsite Request" Form (Annex B) shall be prepared by the employee, to be approved by his/her Division Chief, copy furnished his/her Director, and Supervising Undersecretary/ Assistant Secretary, or Head Executive Assistant, as the case may be.
- 3.4. A specific area for employees reporting onsite on a Friday (due to the exigency of the service), shall be assigned as the "Friday Designated Area", with minimal use lighting and air conditioning.
- 3.5. "Friday Designated Area" refers to a specific location/room in a particular building to be utilized as working area of employees who will report onsite on a Friday.
- 3.6. The General Services Division (GSD) shall identify the appropriate Friday Designated Area for each building/floor.
- 3.7. The GSD and the Information Service Division (ISD) shall prepare the Friday Designated Area in order to make it conducive to work,

including strong Wi-Fi connectivity, IT equipment, and compliant with the prescribed health and safety protocols.

- 3.8. Employees who are required to extend their stay in their respective offices outside the official time, must likewise transfer to the Friday Designated Area to ensure that all electrical appliances and equipment are turned off, except during meetings and conferences.
 - 3.9. If the transfer to the Friday Designated Area is not viable due to the use of systems and equipment, laboratory facilities, and filing and documentation in their respective offices, electrical appliances and equipment must be kept at a minimum and the use of the air conditioning unit is not allowed.
 - 3.10. Divisions/Offices which have seasonal increase in workload or are required to report due to exigency of public service, such as Accounting Division during year end, Budget Division during budget season, Task Force on Energy Resiliency (TFER) and which the required manpower is more than fifty percent (50%) of the entire manpower complement, may stay in their respective offices and use the air conditioning unit.
 - 3.11. The GSD shall submit a monthly electric and gasoline consumption report to the DOE Energy Management Team (EMT) Chairperson to assess the energy efficiency and savings of the DOE in accordance with Department Order No. 2023-01-0001.
4. Failure to log in/out from Mondays to Fridays is tantamount to undertime or absent, as the case may be.

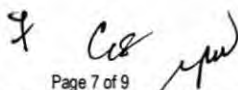
B. DOE BUSES AND SHUTTLE SERVICES

1. The GSD shall prepare and issue a separate guideline for all DOE buses, shuttle services, and DOE official vehicles, to be immediately disseminated to all DOE employees.
2. The GSD shall ensure that all DOE buses and shuttle services are maximized and scheduled in a systematic manner to pick-up and to drop-off employees in designated pick-up points only, to be chosen in accordance with the location of their residence. No door-to-door pick up shall be allowed.
3. List of schedules, pick-up locations, and vehicles assigned in each area for the purpose of transporting employees and/or carpooling, shall be disseminated by the GSD.

4. Officials with assigned DOE vehicles are enjoined to share-a-ride, or to carpool, with their staff and/or other DOE employees who may be accommodated on their way to the office and vice versa.
5. The GSD shall review and assess the efficiency of the bus and shuttle services during the AWA and implement possible intervention, if warranted.

C. IMPLEMENTATION

1. At 6:30 AM, from Mondays to Thursdays, the GSD shall turn on all lights, computers, air conditioning units (fan mode), and other machines/electrical devices in the DOE, except those that essentially require 24-hour usage, and the same shall be turned off at 4:30 PM.
2. For DOE employees with approved overtime work with pay, the GSD shall provide a designated area for them, which will only require minimal use of lighting and air conditioning.
3. On Fridays, only the Friday Designated Area shall be utilized by the DOE employees who have been approved for onsite reporting.
4. Information on the location and the use of the Designated Areas (including those in the Field Offices) shall be disseminated to all employees by the GSD.
5. No overtime work shall be performed inside the DOE premises beyond 6:00 PM, unless allowed by DOE EMT Chairperson, in accordance with Department Order No. 2023-01-0001 and other existing rules and regulations on overtime.
6. Likewise, employees are not allowed to stay overnight or sleepover in their respective offices/cubicles, or within the DOE premises unless authorized, or with written approval from the Director of the Administrative Services (AS).
7. In line with the electricity saving initiatives of the DOE, employees must no longer utilize the resources of the office to prepare and cook their food. Further, employees must refrain from tasks that do not contribute to the achievement of the DOE mandate, or to their professional development or career advancement.
8. Social gatherings, such as birthday or retirement celebrations, must be limited to duly approved and endorsed DOE activities, in order to ensure efficient utilization of energy. Use of videoke machines and projectors must be limited to the prescribed official time.



9. The Division's Energy Representative/s shall monitor and enforce the aforementioned implementation procedures in accordance with the direction of the EMT under Department Order No. 2023-01-0001.
10. The GSD shall ensure that this Department Order is posted on three (3) conspicuous places in the DOE.
11. The ITD shall ensure the publication of this Department Order in the DOE website.
12. The Accounting Division shall ensure that the Payroll System will conform to the DOE-AWA Scheme.
13. Existing rules, policies, and guidelines on the Payment of Overtime Work, Attendance Monitoring, and Leave Application shall be followed.
14. Concerned Bureaus, Services, and Offices shall issue notices to their external clients/stakeholders about the DOE-AWA Scheme, without prejudice to their continued delivery of public services.
15. The Public Affairs Office (PAO) shall inform the public about the DOE-AWA Scheme.
16. All DOE Officials, by virtue of their position and functions, shall be available/accessible 24/7.
17. The Undersecretary and the Director of the AS shall spearhead the implementation of the DOE-AWA Scheme.
18. The implementing policies of the Revised Rules on Administrative Cases in the Civil Service are hereby adopted in order to carry out the provisions and guidelines set by this Department Order.
19. All COS, JO, and Outsourced Manpower Personnel shall adopt the new time schedule of the DOE, but they are not covered by the WFH provision. They shall report onsite from Monday to Friday. As such, all heads of division/office shall ensure that at least one (1) permanent/coterminous DOE employee is available onsite to supervise COS, JO, and Outsourced Manpower Personnel.

D. FEEDBACK MECHANISM

1. The Consumer Welfare and Promotions Office (CWPO) and the Investment Promotion Office (IPO) shall develop a feedback system to solicit the opinion of DOE external clients on the DOE-AWA Scheme.

2. The IPO shall monitor and assess the effect of the adoption of the AWA in the implementation of the Energy Virtual One-Stop Shop (EVOSS) Law in the timely processing of energy applications.
3. The following Offices/Units shall conduct the monitoring and evaluation, and impact assessment on the following areas:
 - 3.1. DOE's Overall Performance (EPPB)
 - 3.2. DOE Electricity and Gasoline Consumption (GSD)
 - 3.3. DOE's Energy Efficiency and Conservation Status (EUMB)
 - 3.4. DOE Employees' Attendance (HRMD)
 - 3.5. DOE Employees' Individual Performance (HRMD)
 - 3.6. DOE Employees' State of Health and Wellness (HRMD)
 - 3.7. DOE Employees' Satisfaction Rating (DOE-EA)
 - 3.8. DOE's External Client Satisfaction Rating (All Bureaus, Services and Offices)

VI. REPEALING CLAUSE

All DOE issuances which are inconsistent with this Department Order are hereby repealed, amended, and modified accordingly.

The Energy Secretary has the right to suspend or discontinue the implementation of the DOE-AWA Scheme, as he deems necessary.

The CSC retains the authority to revoke or suspend the DOE's implementation of the DOE-AWA Scheme, or to recommend amendments herein, based on the demands of the public, or reports received through the CSC Contact Center ng Bayan.

VII. EFFECTIVITY

This Department Order shall take effect on 01 February 2023 and shall remain in full force, unless earlier revoked in writing by the undersigned or any competent authority.


RAPHAEL P.M. LOTILLA
Secretary

Date: JAN 27 2023





REQUEST FOR APPROVAL TO REPORT ONSITE ON FRIDAYS AND OUTSIDE OF OFFICIAL TIME

DOE-AS-HRMD-QF-No. ___
Date Issued: 01 Feb 2023
Rev No. / Rev. Date:

NAME/S		BUREAU / SERVICE	FILING DATE
POSITION		DIVISION	
DETAILS OF ONSITE REPORTING			
1. DATE OF ONSITE REPORTING:	2. EXPLAIN BRIEFLY WHY ONSITE REPORTING/WORK IS REQUIRED:		
CONDITIONS/INSTRUCTIONS:			
<ol style="list-style-type: none">DOE employees who will render Onsite Reporting on Friday shall observe to render flexi-time schedule from 7:00 AM to 8:00 AM, and may end work anytime from 4:00 PM or onwards after completing the 8-hour workday exclusive of one (1) hour lunch break. Only biometrics entries shall be honored during a Friday On-Site Reporting. A combination of biometrics and WFH log in/out shall not be recognized, and may be marked as tardiness or absence.DOE employees who render Onsite Reporting are not required to submit an <i>Accomplishment Report</i> for the said day of work.DOE employees who render Onsite Reporting are required to stay in their respective "Friday Designated Area" as identified by the General Services Division (GSD) with minimal use of lighting, airconditioning, and other unnecessary appliances.			
ACCOMPLISHED BY:		APPROVED BY:	
Signature over printed name of employee		Signature over printed name of Division Chief/Office Head (indicate date of signing)	