



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

MEMORANDUM

TO : ALL CONCERNED

FROM : THE OFFICER-IN-CHARGE
Administrative Department

SUBJECT : SUPPLEMENTAL GUIDELINES FOR ALTERNATIVE WORK
ARRANGEMENTS

GENERAL

1. In compliance to CSC Memorandum Circular No. 10, Series of 2020 dated May 7, 2020 the Authority provides supplemental guidelines to MIAA Memorandum Circular NO. 10, Series of 2020 dated March 27, 2020.

This set of guidelines shall be in effect for the duration of the State of Public Health Emergency Pursuant to Proclamation No. 922.

PURPOSE AND SCOPE

2. This Memorandum shall apply to all MIAA personnel – permanent, casual, contractual under Job Order and L-Serve to comply with the stringent social distancing and human traffic management measures to protect and promote the right to health of the employees.

DEFINITION OF TERMS

3. Work-From-Home (WFH)– refers to an output-oriented work arrangement that authorizes MIAA officers and employees to submit outputs/results and accomplishments outside of MIAA Offices and premises
4. Skeletal Workforce (Sk W) – refers to a work arrangement where a minimum number of MIAA officers and employees is required to man the office and render service.
5. Alternate Team Schedule (ATS) – employees are divided in 2 Teams and are to be physically segregated to avoid risk of infection between Teams.

6. Other Alternative Work Arrangements – refers to work arrangements consisting of combination of WFH, Sk W and ATS, as the end-user deems appropriate.

PARAMETERS IN THE IMPLEMENTATION OF PROPOSED ALTERNATIVE WORK ARRANGEMENTS (WFH, Sk W, ATS)

6.A. Work-From-Home

6.A.1 Employees who are below 21 years old and those who are 60 employees old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under GCQ, shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

6.A.2. The peculiarity of airport operations directs the requirement for physical presence of the Authority's frontliners under Operations, Engineering and Security & Safety, hence, the following are not eligible for the WFH arrangement, enumerated but not limited to the following:

- Ramp Control Services
- Airport Integrated Command and Control Center
- Aerobridge Operations
- Baggage Handling Operations
- Airport Paging System Operations
- Curbside Management
- Flight Information Display System Operations
- Shuttle Service Operations
- CUTE Management Operations
- Radio Operators and Telephone Operators
- Engineering Services Group
- Information Technology Personnel (MIS and Flight Display Systems Operations)
- Security Personnel Including Access Issuance Personnel
- Rescue and Firefighting
- Medical

In any circumstance, employees whose services are indispensable under 6.A.1 and those covered under 6.A.2, who for whatever reason, warrants exemption from the general policy, request shall be submitted to the General Manager with the recommendation of the end-user.

6.A.3. Work From Home arrangement may be allowed for the following tasks:

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 analogues tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing of submission of written outputs for the review, evaluation of final presentation / assessment of the immediate supervisor, the head of office of the management.

Head of Division/Department/Office shall establish their own Office's workplan and monitoring mechanism such as submission of reports (daily/weekly accomplishment) provided that the required submission of the bi-monthly report to the Personnel Division is complied. These should be adopted during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.

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.

The confidential and proprietary information should be protected and secured at all times.

6.A.4. WFH Ethics

6.A.4.1. Be Responsible

6.A.4.2. Be Professional.

6.A.4.3. Be Accessible, reachable and available via cellphone, email, or other means of electronic connections during the established work schedule

6.A.3.4. Be in constant communication with your superior or co-workers promptly exchanging notes and answers on work-related issues

6.A.3.5. Be cautious on the deadline and submission of output as agreed upon with the Head of the Division/Department /Office.

6.B. Skeletal Workforce (Sk W)

1. A minimum number of officers and employees needed physically in the office to operate and deliver the required service.
2. Employees assigned as skeletal workforce shall be issued the necessary travel/office orders, in addition to the office-issued IDs for proper identification.

6.C. Alternate Team Schedule (ATS)

1. ATS is a human traffic management measure so that employees are divided in Teams and shall be physically segregated to avoid risk of infection between Teams.
2. Alternate Teams of employees, Team A and Team B, based on the roster of employees earlier required and submitted to the Personnel Division shall be implemented.
3. For example, Team A members will report to the Office while Team B members are given assignments according to WFH Arrangement.
4. After 11 days ($\frac{1}{2}$ of the 22 number of working days) Team A switches role with Team B.

6.D. Four-Day (Compressed) Workweek

CSC incorporates the four-day workweek which may be used as one of the alternative work arrangements for agencies located in areas under GCQ which are identified either as moderate-and-low risk in the spread of COVID-19. The NCR is still under ECQ, hence, the four-day (compressed) workweek is not being proposed. Nonetheless, a separate memorandum shall be issued in anticipation of the GCQ in the NCR.

7. The Head of Division/Department/Office shall submit a bi-monthly report to the Personnel Division, or as required, on the implementation of the alternative work arrangement in their Office.
8. The Personnel Division shall prepare the report of the Agency on the implementation of the Alternative Work Arrangements for further submission to the CSC Regional Office for policy formulation and records purposes.

EFFECTIVITY

Pursuant to CSC MC 10 series 2020 dated 07 May 2020, the subject supplemental guidelines shall take effect retroactively on 16 March 2020, the date of the President's declaration placing the country under the State of Calamity and the imposition of ECQ throughout Luzon and other areas and shall remain in force until the State of National Emergency has been lifted by the President of the Philippines.

Complete text of CSC MC 10, Series of 2020 dated May 7, 2020 is available at www.csc.gov.ph, www.miaa.gov.ph and MIAA Bulletin Board located at the MIAA Administration Building, Ground Floor.

Emelvyn C. Valencia
EMELVYN C. VALENCIA

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Noted:

Arlene B. Britanico
ARLENE B. BRITANICO
Officer-In-Charge
Office of the Assistant General Manager
Finance and Administration

MAY 19 2020