

OFFICE ORDER NO. 23 - 1396
Series of 2023

SUBJECT : SHFC WORK ARRANGEMENT POLICY

Pursuant to the Presidential Proclamation No. 297 dated July 21, 2023, entitled "*Lifting of the State of Public Health Emergency throughout the Philippines due to Covid-19*", the CSC MC No. 06, s. 2022 in its aim "*to boost the morale and enhance the welfare of government officials and employees by giving them the opportunity to accomplish their task/s through appropriate work arrangement/s thereby increasing employee productivity and performance, and allowing work-life balance,*", and in consideration of:

- 1) the Interim Table of Organization (TO) provided in Office Order No. 23-1382, wherein there is a need for the Corporation's organizational units to re-assess, calibrate, and align their respective units with the Corporate direction on effective and efficient housing delivery and promote/foster financial sustainability,
- 2) the submissions of group heads that requested for flexi-time arrangements providing justifications therefor and ensuring prompt service delivery and/or outputs,

the SHFC Work Arrangement Policy shall be as follows:

A. FLEXITIME – As a general rule, all employees shall render work from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. on all days except Saturdays, Sundays, and Holidays. Except for officers, an employee may apply for a flexi-time work arrangement from 7:00 am to 9:00 am and 4:00 pm to 6:00 pm on a daily basis, provided that the required forty (40) hours workweek had been complied subject to the following requirements:

- a. Memorandum or letter request of employee stating justification duly endorsed and signed by the Group Head
- b. Documents to support the entitled request.

Subject to reasonable conditions of the unit's function and service delivery, a flexitime work arrangement other than the period provided above may be approved provided they shall render not less than a total of forty (40) hours a week for five (5) days a week exclusive of time for lunch.

Notwithstanding the approval of flexitime arrangement, the applicant's supervisors/group heads, especially units with frontline services, shall ensure that all stakeholders are assured of continuous delivery of services from 8:00 a.m. to 5:00 p.m., and shall therefore maintain sufficient number of employees to cover such period and render services throughout the day, including lunch breaks.



Approved flexitime arrangements are without prejudice to requests to employees to temporarily render services beyond the scheduled hours whenever an official need arises.

The HRAG shall adopt appropriate monitoring mechanisms for the proper implementation thereof and to prevent the abuse of such flexitime privilege.

B. FLEXIPLACE – as per CSC MC No. 6, s. 2022, it “refers to an output-oriented work arrangement that authorizes government officials and employees to render service at a location away from the office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, **on a temporary basis duly approved by the head of office/agency**”. Flexiplace work arrangement may be as follows:

1. Work from home (WFH) or from a satellite/branch office, and even from another fixed place may only be adopted by employees under any of the following situations:
 - a. During the emergence of a national or local outbreak of a severe infectious disease and/or the occurrence of typhoons/floods and other natural or man-made calamities.
 - b. Found to be exposed to infections and viruses/diseases.
 - c. Those who are stranded due to quarantine protocols, unavailability of transportation, or inaccessible roads.
 - d. Those who are recuperating from a medical condition subject to the following requirements:
 - d.1 medical advice or certificate indicating the following: a) his/her current medical condition; b) that the medical condition does not affect his/her ability to perform regular work assignment; and c) period/duration of the need to recuperate.
 - d.2 medical records and other supporting documents, including the recommended duration of the flexible work arrangement (WFH, etc.) as recommended by the attending physician.
2. Tasks assigned to employees should be performed to the full extent possible in terms of work hours and workdays per workweek, thus, accomplishment reports duly approved/signed by the immediate supervisors for the duration of the flexiplace work arrangement should be submitted.
3. Employees under the flexiplace work arrangement are not entitled to COC/Overtime pay.

WFH requests not falling under the above circumstances shall be evaluated by the HRAG for sufficiency of justification and shall be subject to the approval of the SHFC President as Head of Agency.

In all circumstances, the concerned employee's request for flexitime and flexiplace work arrangement is subject to mutually agreed arrangements between the employee and his/her supervisor for the proper assignment of tasks.

C. PROCEDURE

1. The employee's request for flexitime or flexiplace will be forwarded to the Dept./ Group Head/Office-In-Charge and shall take full responsibility for its endorsement to the Office of the Vice President for Human Resources and Administrative Group (HRAG).
2. The request will be forwarded to the HRSB who will conduct an evaluation, review, and/or verification of the employee's entitlement to be granted thereof within three (3) working days after receiving the application.
3. Upon determination of the request's validity and/or veracity, HRSB shall recommend to the OVP-HRAG the approval of the flexitime or flexiplace request.
4. The OVP-HRAG may recall/revoke the application for flexitime or flexiplace in case the employee has misrepresented and submitted spurious documents, the circumstances for which the work arrangement was applied have already lapsed or are inexistent, or change in assignment/task.
5. Those who will be approved for flexiplace work arrangement, must submit accomplishment reports every 20th (for 1-15 cut-off period) and 5th of the following month (for cut-off period 16-30). Non-submission may likewise cause the revocation/recall of the approved flexiplace work arrangement.
6. Denial of work arrangement applications by OVP HRAG (i.e. days/period denied) shall be subject to appeal to the OSVP-Support Cluster.

Requests for flexitime submitted after the issuance of the revocation of WFH arrangement shall be considered to avoid re-submission of similar requests. HRAG may request for supporting documents as part of its validation to ensure compliance and alignment with the above proposed Work Arrangement Policy.

This Order takes effect immediately. Any office policies, office orders and/or memoranda or parts thereof inconsistent with any provision of this Order are deemed modified or repealed accordingly.


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President & CEO