

MEMORANDUM

FOR : **ALL EMPLOYEES**

THROUGH : **THE OIC-SENIOR VICE PRESIDENT**
Corporate Governance

FROM : **THE OIC-VICE PRESIDENT**
Human Resources Department

SUBJECT : **FOUR-DAY WORK WEEK -CUM- WORK FROM HOME
ARRANGEMENT**

REFERENCE : **HRDD-2020-032**

DATE : 12 March 2020

Relative to the Memorandum issued on 10 March 2020 on *Additional Precautionary and Response Protocols for Covid-19* and to further implement social distancing procedures, we will implement a 4-day work week schedule with work from home arrangement for all employees effective March 16 to April 30, 2020. The following guidelines will be observed:

1. SHFC offices will remain open from 8am to 5pm, Mondays to Fridays. However employees shall observe a 4-day work week schedule, physically reporting to office for only four (4) days.
2. Group Heads/Managers shall arrange the work schedule of their employees to ensure that their respective units are properly manned at any given day from Monday to Friday so as not to hamper the over-all operations of the agency. It is encouraged that employees within groups/departments will have a different “non-reporting day” from each other in order to reduce the number of employees in the work areas.
3. To complete the required 40 hours of work in a week, the one (1) day when the employee will not physically report for work will be for the work-from-home arrangement. Group Heads/Managers shall identify and discuss with their subordinates the tasks which may be done remotely.
4. The agreed work schedule and arrangements of each Group/Department/Division must be submitted to Human Resources Department (HRD) for monitoring, timekeeping, and payroll purposes not later than March 13, 2020.

5. All employees are also required to submit their respective accomplishment reports relative to their work done while at home to be signed by their immediate superiors. The same will be submitted to HRD every 15th and 30th of the month.

Again, other guidelines may be released subsequently depending on official declarations by the government and the continuous monitoring of the spread of the virus to ensure the collective health and safety of all members of the SHFC community.

For your guidance and strict compliance.



JESSICA B. CARASO
OIC-Vice President, HRD