



*Kaagapay ng Komunidad sa Maginhawang Pamumuhay*



## MEMORANDUM

FOR : **ALL EMPLOYEES**

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

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

SUBJECT : **SHFC WORK SCHEDULE UNDER COMMUNITY QUARANTINE OF NCR**

REFERENCE : **HRDD-2020-033**

DATE : 13 March 2020

In view of the latest pronouncement issued by the Office of President placing the National Capital Region under community quarantine, SHFC will be observing the following work schedule and guidelines:

1. We will maintain the **4-day work week schedule with work from home arrangement** for all employees (plantilla and agency-hired) effective March 16 to April 14, 2020.
2. **SHFC offices will remain open from 8am to 5pm, every Mondays, Tuesdays, Thursdays, and Fridays. However, employees shall be physically reporting to office for only two (2) days. The remaining two (2 days) shall be work from home arrangement. On Wednesdays, SHFC offices shall be closed for the sanitation/disinfection of the premises.**
3. Due to travel restrictions coming in and going out of NCR, employees may opt to report to the nearest SHFC branch/satellite offices. This has to be coordinated with their respective supervisors.
4. Group Heads/Managers shall identify, discuss and agree with their subordinates the tasks which may be done remotely for their 2-day work from home schedule or when the employees opted to report in the branches/satellite offices.
5. Group Heads/Managers shall also arrange the work schedule of their employees to ensure that their respective units are properly manned at any given day that SHFC offices are open to ensure continuous 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 and maintain social distancing procedure.

6. 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**.
7. 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 15<sup>th</sup> and 30<sup>th</sup> of the month.

These guidelines shall be reviewed after 2 weeks of its implementation or at the end of March 2020 to assess its effectiveness and workability.

**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