



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

16 March 2020

MEMORANDUM

TO : ALL DPWH OFFICIALS AND EMPLOYEES
with offices in Luzon and the National Capital Region

SUBJECT : GUIDELINES PURSUANT TO THE PRONOUNCEMENTS OF PRESIDENT RODRIGO R. DUTERTE ON IMPOSING AN ENHANCED COMMUNITY QUARANTINE OVER THE ENTIRE LUZON, INCLUDING THE NATIONAL CAPITAL REGION

Following President Rodrigo R. Duterte's Press Conference last 16 March 2020, in relation to his imposition of an 'Enhanced Community Quarantine' over the entire Luzon, including the National Capital Region (NCR), and the memorandum dated 16 March 2020, issued by the Executive Secretary Salvador C. Medialdea please be guided by the following:

I. Enhanced Community Quarantine

- a. Pursuant to the Memorandum dated 16 March 2020 (Memorandum), issued by the Executive Secretary Salvador C. Medialdea,¹ the imposition of an Enhanced Community Quarantine and the Stringent Social Distancing Measures over the entire Luzon, including the NCR, shall be effective starting 12:00 AM of 17 March 2020 and shall expire 12:00 AM of 13 April 2020 (ECQ Period).
- b. All employees shall observe home quarantine subject to the creation of skeletal workforce as provided hereunder; movement shall be limited to accessing basic necessities; provision for food and essential health services shall be regulated; and there will be heightened presence of uniformed personnel to enforce quarantine procedures.
- c. To clarify, offices in the Visayas and Mindanao, the imposition of Enhanced Community Quarantine shall not apply, and regular operations shall remain effective. However, these offices shall still implement effective disinfection and social distancing measures, with due regard to the circumstances of the area, to thwart the transmission of Coronavirus Disease 2019 (COVID-19); and shall be guided by the pronouncement of their respective local government units and pertinent issuances of the Civil Service Commission on this matter.

II. Work from Home, Emergency Frontline Construction and Maintenance Units and Creation of its Skeletal Workforce

- a. A work from home arrangement shall be implemented in our Department during the ECQ Period, except for our **emergency frontline construction and maintenance units** of District Engineering and Regional Offices in Luzon and Central Office, which shall ensure a skeletal workforce to respond to any emergency that would require assistance from this Department.

¹ Memorandum dated 16 March 2020 is attached hereto for easy reference.

- b. Officials and employees who are on a work from home arrangement shall be on call, in case of emergency, and should be readily available for teleconferencing, messaging, and other available means of communication, as necessary.
- c. Offices under the Finance Service and Human Resource and Administrative Service shall endeavor to process administrative matters at home. However, limited personnel of said offices, as determined by the head of office, may report for work for a limited period for the sole purpose processing of salaries, wages, and benefits of employees.
- d. The skeletal workforce for emergency frontline construction and maintenance units should be composed of ample manpower resources, as determined by the head of the concerned units, to effectively and efficiently provide critical emergency services.
- e. Job Order/Contract of Service (JO/CoS) personnel may be included as part of the skeletal workforce or may have a work from home arrangement, in order to augment their income during the ECQ period. However, senior citizens, pregnant women, those with pre-existing medical conditions, as supported by medical certificate, and those who depend solely on public transportation are highly discouraged to be part of the skeletal workforce, due to their vulnerability to COVID-19 or to physical impossibility of presence.
- f. The heads of emergency frontline construction and maintenance units shall determine the maximum number of people who shall compose the skeletal workforce. The skeletal workforce shall have a rotation schedule. For this purpose, the heads of the construction and maintenance units shall submit: (i) names and designation; (ii) contact numbers; (iii) email address and (iv) scheduled duty of their nominated skeletal workforce to their Respective Regional Directors. For skeletal workforce in the Central Office the list shall be submitted to the Office of the Assistant Secretary for Support Services and Office of the Secretary, through BGen. John Dominic P. Pulido (Ret). The Stakeholders Relations Service (SRS) shall likewise be furnished with the said lists through its email address citizens_feedback@dpwh.gov.ph or public_info@dpwh.gov.ph.
- g. While on work from home arrangement, employees are directed to work on administrative matters to ensure smooth resumption of work after the ECQ Period.

III. **Procurement Activities**

All procurement activities in Luzon during the ECQ period are hereby suspended or postponed consistent with Section 29 of the Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184. The concerned Bids and Awards Committee (BAC) shall immediately issue the corresponding Bid Bulletin/Notice as to the resumption of their activities, as provided in Section 8.4 of the IRR of RA 9184, when the work suspension is lifted.

IV. **Suspension of Construction Projects**

All construction projects in Luzon are hereby suspended to ensure strict compliance with the Enhanced Community Quarantine guidelines during the ECQ Period, in accordance with Annex E of the Implementing Rules and Regulations of R.A. 9184. All implementing units in Luzon should prepare the necessary documentation for the suspension of construction projects.

V. **Effectivity**

These guidelines shall be effective from the date of signing hereof and may be subject to revision as the need arises, or should the Office of the President issue new rules pertinent to these matters.

All provisions in the 13 March 2020 memorandum issued by the undersigned on "Guidelines Pursuant to the Pronouncements of President Rodrigo R. Duterte on Resolution No. 11 of the Inter-Agency Task Force for the Management of Emerging Infectious Disease," that are inconsistent with the imposition by the President of Enhanced Community Quarantine, the memorandum from the Executive Secretary Salvador C. Medialdea, and this memorandum, are hereby repealed.

For strict and immediate compliance.



MARK A. VILLAR
Secretary

1.1 RGVS/ESR