



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 008

TO : ALL CONCERNED

SUBJECT : **SUSPENSION OF REPORTING FOR WORK AND SOCIAL DISTANCING MEASURES IN THE OFFICES OF THE DEPARTMENT OF JUSTICE WITHIN THE NATIONAL CAPITAL REGION (NCR)**

DATE : 13 March 2020

In the exigency of the service, pursuant to Resolution No. 11 dated 12 March 2020 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, and upon the directive of President Rodrigo R. Duterte, reporting for work in the Department of Justice is **HEREBY SUSPENDED**, subject strictly to the following rules and conditions:

I. Scope

This Circular covers work in the Department of Justice Main Office and in the City Prosecution Offices within the National Capital Region (NCR).

II. Period Covered

This Circular takes effect immediately and shall remain in force until **12 April 2020**, unless sooner revoked or modified.

III. Skeletal Workforce on Rotation Basis

Without prejudice to such other alternative measures as working from home, the following offices, divisions, units and programs of the Department **shall maintain and require to report for work such minimum number of personnel**, as may be deemed proper by their respective heads, to ensure the continuous and unimpeded performance of their core functions during the period covered:

- A. Office of the Secretary
- B. Frontline Services
- C. Technical Service
- D. DOJ Action Center
- E. Legal Staff
- F. National Prosecution Service (NPS) and NPS Docket
- G. Administrative Service

- H. Records Management Section
- I. Cashier
- J. Financial Service
- K. Office of the Secretary Appeals Management Office (SAMO)
- L. Board of Claims

Other offices and programs of the Department not otherwise mentioned above shall maintain and require to report for work **at least one (1) personnel** who shall be responsible for receiving papers and apprising the head of office/program on any urgent matter.

All officials, directors and heads of offices/units/programs are strictly mandated to oversee and account for their respective offices and personnel at all times.

The head of each office, division, unit and/or program shall submit: (i) the name/s, (ii) contact number/s, (iii) e-mail address/es, and (iv) rotational weekly schedule of their nominated skeletal workforce to the Office of the Undersecretary for Administration and Finance **IMMEDIATELY**.

As far as practicable, DOJ personnel residing outside the NCR shall not be included in the skeletal workforce, but shall be given assignments that can be done at or from home.

IV. Four-day Workweek of Skeletal Workforce

A four (4)-day workweek is **HEREBY IMPLEMENTED** in the Department, in accordance with Memorandum Circular No. 7 (s. 2020)¹ of the Civil Service Commission.

A four (4)-day workweek is defined as *"an alternative work arrangement whereby the individual's workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours so the total number of required work hours per week shall not be less than 40 hours."*²

Hence, the skeletal workforce shall report for work on weekly rotation basis from **Monday to Thursday, from 8:00 AM to 7:00 PM.**

¹ CSC Memorandum Circular No. 7, s. 2020, entitled "Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922"

² Section 2.0 (a) of CSC Memorandum Circular No. 7, s. 2020.

V. Other Personnel On-Call

The foregoing notwithstanding, all DOJ personnel are **required to stand by and be on-call**, wherever they may be, as they may be asked by the Secretary of Justice to perform their functions should the exigencies of the service so require.

VI. Constituent/Attached Agencies of the Department

The constituent/attached agencies of the Department are hereby encouraged to adopt these rules for their own operations, or adopt and implement their own rules as may be appropriate for the continuous delivery of service and efficient discharge of official functions.

VII. Other Offices Outside NCR

All other offices/units/programs of the Department outside the NCR shall be covered by a separate Department Circular, should exigent circumstances so warrant.

FOR STRICT COMPLIANCE.



MENARDO I. GUEVARRA
Secretary

