TO ALL CONCERNED

SUBJECT: DEPARTMENT OF JUSTICE OPERATIONAL GUIDELINES DURING THE PERIOD OF PUBLIC HEALTH EMERGENCY IN THE PHILIPPINES

DATE: 12 May 2020

In the exigency of the service, pursuant to Executive Order No. 112 s. 2020 adopting the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines, and in relation to the relevant Resolutions of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), the following operational guidelines are hereby imposed:

I. Scope

This Circular covers work in the Department of Justice Main Office and in all Prosecution Offices nationwide which have been removed from Enhanced Community Quarantine (or any modified version thereof).

II. Period Covered

This Circular takes effect immediately and shall remain in force, unless sooner revoked or modified.

III. Workforce Limitation on Rotation Basis

1. Without prejudice to any requirements that may be imposed by the Department of Health (DOH) or the IATF, and subject to the actual demand of the respective offices or programs, a maximum of up to 50% of the workforce of any office or program may be physically present to report for work at any given time. The remaining personnel not required to physically report for work shall be given assignments that can be done at home.

2. DOJ personnel residing in critical areas under Enhanced Community Quarantine shall not be required to physically report for work.

3. The Department shall revert to a five (5)-day workweek during the covered period. Personnel of each office or program required to physically report for work shall be rotated on a weekly basis.
4. The head of each office or program shall submit the rotational schedule of their workforce to the Office of the Undersecretary for Administration and Finance IMMEDIATELY.

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

IV. Alternative Working Arrangements

1. Members of the Legal Staff, Technical Service, Prosecutors not performing Inquest Duties or Preliminary Investigation, other lawyers of the Department, and other personnel whose work may be performed from home, may adopt work-from-home arrangements in accordance with existing rules and regulations of the Civil Service Commission.

2. The Undersecretaries shall devise work-from-home arrangements for their respective offices and programs under their charge. Such work-from-home arrangements shall adopt a clear output-based system in lieu of physical attendance at work. Personnel should be given tasks to be performed to the full extent possible in terms of man-days per work week.

3. Confidential information shall be protected and secured at all times.

4. All officials and personnel with immunodeficiency, comorbidities, or health risks, as well as pregnant women, shall be prioritized in work-from-home arrangements.

5. Supervising Undersecretaries are directed to immediately submit to the Office of the Secretary the proposed work arrangements for the offices, services or programs under their charge.

V. All Personnel On-Call

The foregoing notwithstanding, all DOJ officials and personnel are required to be on stand-by and be on-call, wherever they may be, as anyone may be asked to report for work should the exigencies of the service so require.

VI. Work Activities

During the covered period, all mass gatherings and activities in the Department are prohibited. All teambuilding activities, seminars (except if done via video- or tele-conferencing), as well as non-essential local and foreign travel, are likewise cancelled.

VII. 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.
Supervising Undersecretaries may issue their respective office orders to operationalize this Circular, if necessary.

FOR STRICT COMPLIANCE.

MENARDO I. GUEVARRA
Secretary

Department of Justice
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