



MC No. 07 s. 1991

MEMORANDUM CIRCULAR

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS**

**SUBJECT : CONTINGENCY PROGRAM IN AN EMERGENCY SITUATION**

In the event of a declaration of national emergency, the following Contingency Program is adopted for the civil service. The Program shall be based on the following propositions:

1. Continuity of service shall be guaranteed;
  2. Employee welfare shall be enhanced; and
  3. Energy savings shall be effected.
- A. Based on the above policy framework, the following shall be observed:
1. Continuity of Service shall be guaranteed
    - a. Offices involved in essential services like health, food and water supply, social welfare and peace and order, among others, shall be open on a 24-hour basis to ensure continued delivery of essential services. The heads of agencies shall group employees into shifts that will ensure continuous 24-hour service delivery.
    - b. Personnel of agencies the functions of which may be dispensed with during the emergency situation may be reassigned, transferred or detailed to agencies performing vital services.
    - c. Employees whose work may be done at home may be allowed to do so, provided output requirement standards are maintained.
  2. Employee Welfare shall be enhanced
    - a. A Welfare Officer shall be designated in each agency for the purpose of initiating and coordinating programs for the enhancement of employee welfare. The designation of such an officer shall be encouraged even if the emergency has not occurred. Among others, said Officer shall be directed to look into:

- (1) Direct bulk buying of prime commodities for the agency's employees
- (2) Use of idle government properties for food production
- (3) Opening of a bicycle loan program either within the agency or with government financial institutions

- b. Employee associations are encouraged, even in the absence of an emergency situation, to constitute themselves into consumer and credit cooperatives for better access to government financing facilities.

### 3. Energy Savings shall be effected

- a. Except in institutions like hospitals, the use of air conditioners and other electrical devices will be discouraged or reduced to the barest minimum.
- b. In the allocation of fuel, employees performing essential services shall be given priority.
- c. Car pooling will be encouraged

In all cases, heads of offices should see to it that there is work to be done, that the work is done, and that there is smooth flow of work operations.

- B. Two schemes shall be undertaken, the plan of which is now being formulated by the Civil Service Commission based on the above policy framework:

1. The Job-Swapping Scheme; and
2. The Job-Sharing System

Under the Job-Swapping scheme, employees performing similar functions will be allowed to exchange venues subject to the approval of their respective heads. For example: An Accounting Clerk employed in the House of Representatives but residing in Bicutan, Taguig may be transferred to the Department of Science and Technology (which is also in Bicutan) in return for an Accounting Clerk in the latter agency who is a resident of Lagro, Quezon City, who may then be exchanged to do similar work in the House of Representatives.

Under the Job-Sharing arrangement, working persons may share their jobs provided they both meet the qualification standards for the position and the head of office approves.

This Program shall remain in force and effect for the duration of the emergency situation.

Please be guided accordingly.

March 4, 1991

  
PATRICIA A. STO. TOMAS  
Chairman

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