



December 6, 2021

CIRCULAR NO. 2021 - 0012

**SUBJECT: AMENDMENT TO CIRCULAR NO. 2021-0010** (Transco’s Transition Plan on Operational Capacity, Work Arrangements and Other Safety Protocols during the COVID-19 Pandemic)

This Circular is issued to further amend provisions of Circular No. 2021-0010, as amended by Circular No. 2021-0011, in view of the issuance of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Resolution No. 140 with respect to the prescribed on-site capacity for government agencies and instrumentalities under the Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response, to wit:

a) **Section 3** thereof is hereby amended as follows:

“3. **PRESCRIBED MINIMUM OPERATIONAL CAPACITY.** In view of the implementation of alert level systems for COVID-19 response as the Guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), the following operational capacity shall be adopted during specific quarantine classifications:

Quarantine Classification/Alert Level	Daily Manpower Requirement who shall physically report to work
Enhanced Community Quarantine (ECQ) – <b>Alert Level 5</b>	<b>At least 20% of workforce but not to exceed 30% per Cost Center</b> , or at a lower operational capacity as may be directed by the Office of the President of the Philippines
General Community Quarantine (GCQ) – <b>Alert Level 4</b>	At least <b>40% of workforce per Cost Center</b>
GCQ – <b>Alert Level 3</b>	At least <b>60% of workforce per Cost Center</b>
GCQ – <b>Alert Levels 1 and 2</b>	At least <b>80% of workforce per Cost Center</b> on-site capacity while applying work-from-home and other flexible work arrangement. Note: The President & CEO may direct a higher operational capacity as the

	exigencies of the service may require, subject to the exemptions that may be identified by IATF and Civil Service Commission.
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b) **Section 4.1** on Alternative Work arrangements to be adopted during **Alert Levels 1 and 2** is hereby amended as follows:

<b>Alert Levels 1 and 2</b>	<p>Personnel who will be included in the <b>80% workforce</b> and will be physically reporting to work shall adopt either of the following Alternative Work Arrangements:</p> <ol style="list-style-type: none"> <li>1. Regular working schedule of eight (8) hours per day with the observance of flexible working hours between 7:00 a.m. to 6:00 p.m.;</li> <li>2. Adoption of Staggered Working Hours (SWH) to ensure that not all personnel will be at the workplace at the same time and social distancing will be strictly observed: <ul style="list-style-type: none"> <li>• 7:00 a.m. to 1:00 p.m. daily</li> <li>• 1:00 p.m. to 7:00 p.m. daily</li> </ul> <p>This work arrangement shall be applicable to those who will not avail of shuttle service or are staying at the TransCo Dormitory.</p> </li> <li>3. Four-day (Compressed) Workweek whereby the individual's workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours (including travel period and break time) so the total number of required work hours per week shall not be less than 40 hours. Personnel may adopt a combination of six (6) hours physically reporting to office and 4 hours working from home per day</li> <li>4. Personnel who will avail of shuttle service shall observe/adopt the 8:00 a.m. to 5:00 p.m. work schedule.</li> </ol>
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c) **Section 4.2** thereof is hereby amended as follows:

"4.2 All Cost Center Heads (from Division Managers up, including those designated in Acting Capacity or as Officers-in-Charge) are required to

physically report to work every working day, except for those on quarantine as directed by the TransCo Medical Team. However, Work-From-Home (WFH) arrangement may be adopted by Cost Center Heads during the workweek as necessary, subject to approval/clearance by the concerned Department Managers and/or Functional Group Head.

d) **Section 6.4.1** thereof is hereby amended as follows:

"6.4.1 TransCo personnel who shall be required to physically report for work, including those working in the TransCo premises (i.e., utility personnel, security personnel and COA personnel), shall submit to mandatory Antigen COVID-19 self-testing once a month, i.e. **every first Monday of the month**, with the assistance of the TransCo Medical Team, subject to completion of procurement thereof.

All other provisions of Circular No. 2021-0010 which are not affected by this Circular shall remain in effect.

This Circular shall take effect immediately.

  
**ATTY. MELVIN A. MATIBAG**  
President and CEO