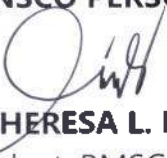




National Transmission Corporation

FOR : ALL TRANSCO PERSONNEL

FROM : 
MARIA THERESA L. LARANANG
Vice President, RMSG

DATE : February 21, 2022

SUBJECT : CLARIFICATION ON TRANSCO'S TRANSITION PLAN ON OPERATIONAL CAPACITY, WORK ARRANGEMENTS AND OTHER SAFETY PROTOCOLS DURING THE COVID-19 PANDEMIC

Pursuant to Sections 10 and 13 of TransCo Circular No. 2021-0010 (*TransCo's Transition Plan on Operational Capacity, Work Arrangements and Other Safety Protocols during the COVID-19 Pandemic*), this clarification is issued in relation to the following matters in view of the issuances from the Office of the President of the Philippines, the Inter Agency Task Force (IATF) for the Management of Emerging Infectious Diseases (IATF), the Department of Health (DOH) and the Civil Services Commission (CSC):

- I. Operational Capacity and Alternative Work Arrangement** – TransCo shall remain fully operational regardless of the alert level, but shall adopt approved alternative work arrangements during the state of National Health Emergency. Moreover, as to the on-site workforce requirement, it shall follow the appropriate onsite workforce requirement based on the IATF guidelines.

Alert Level System	On-site Workforce Requirement	Transco's Approved Alternative Working Arrangement (AWA) for On-site Workforce
Alert Level 5	At least 20% of workforce but not to exceed 30% per Department, or at a lower operational capacity as may be directed by the President & CEO	Skeleton Workforce
And Alert Level 4	At least 40% of workforce per Department	Staggered Working Hours
Alert Level 3	At least 60% of workforce per Department	

Alert Level System	On-site Workforce Requirement	Approved Alternative Working Arrangement (AWA) for On-site Workforce
Alert Level 2	At least 80% of workforce per Department on-site capacity while applying work-from-home and other flexible work arrangement.	<ul style="list-style-type: none"> • Flexible working hours between 7:00 a.m. to 6:00 p.m. • Staggered Working Hours (7:00 a.m. to 1:00 p.m. or 1:00 p.m. to 7:00 p.m.)
Alert Level 1	100% on-site workforce with strict compliance to minimum public health standards	<ul style="list-style-type: none"> • Four Day (Compressed) Workweek

- a) However, the TransCo President & CEO may direct a different on-site workforce requirement during any alert level as follows:
- i. A higher operational capacity as the exigencies of the service may require, subject to the exemptions that may be identified by the IATF and the CSC.
 - ii. A reduced on-site workforce below the minimum requirement provided in the Alert Level System or a temporary closure of premises as extreme measures for situations where the spread of COVID-19 in the workplace has become overwhelming and unmanageable, subject to the rules provided under Memorandum Circular No. 94 dated by the Office of the President of the Philippines.
- b) Under Alert Levels 2, 3, 4 and 5, the Functional Group Head shall be responsible in ensuring the proper implementation of the onsite workforce requirement. Submission of a justification to HRMDD shall be required for failure to comply with the minimum on-site workforce requirement.
- c) Under Alert Level 1, all TransCo personnel are required to physically report for work, and Work-from-Home (WFH) arrangement may only be adopted under the conditions as stipulated under Items IV (d) and IV (f) hereof. Relative thereto, encoding of work schedule in the Work Arrangement System (WAS) shall be suspended. Personnel who will not be able to report on-site shall be required to file the appropriate leave application, if applicable; otherwise, concerned personnel shall be considered on absence without pay.

II. Recording of Work Schedule and Attendance Monitoring. Pursuant to Section 4.1 (as amended per TransCo Circular No. 2021-0012) and Section 5.1 of TransCo

Circular No. 2021-0010, the following shall be adopted in the recording of work schedule and monitoring of attendance:

- a. All personnel are allowed to use any of the following Attendance Monitoring Systems until February 28, 2022. However, starting March 1, 2022, the use of Employee Menu Timekeeping module (item c) shall only be applicable for SG 22 and above.
 1. ***Bioscript*** – for those reporting in the office for eight (8) working hours a day between 7:00 a.m. to 6:00 p.m.
 2. ***HR Online Check-In (ESS)*** – for those who will opt to automatically record daily actual time logs anywhere
 3. ***Manual Daily Encoding using the Employee Menu Timekeeping module*** – for those who will manually encode time entries within seven (7) calendar days of the following month. The system for manual encoding shall be locked after the cut-off period. Personnel who fail to submit/encode time entries after the cut-off date shall be required to submit their justification duly approved by the Department Manager concerned.
- b. Employees shall generate and e-sign their Electronic Time Record (ETR) using the HRIS Employee Menu not later than the **7th calendar day of the following month.**
- c. Cost Center Heads shall be responsible for the monitoring of attendance of their respective personnel and ensure online approval of time entries using the HRIS Timekeeping Module. ETRs shall be generated monthly **every 10th of the following month** by the employee.
- d. ***Non-submission/non-approval of the ETR by the cut-off period shall result in the temporary cancellation of the concerned personnel from the payroll for the preceding month until such time the corresponding ETR has been submitted and approved, without prejudice to the initiation of a disciplinary case for the offense of Violation of Reasonable Office Rules and Regulations pursuant to Section 50 (F) (3), Rule 10 of the CSC Revised Rules on Administrative Cases.***

III. Quarantine/Isolation Period – Per DOH Department Memorandum No. 2022-0013 (Updated Guidelines on Quarantine, Isolation, and Testing for COVID-19 Response and Case Management for the Omicron Variant), the following quarantine and isolation periods shall be observed, upon evaluation and recommendation by the TransCo Medical Team:

	Vaccination Status	Quarantine/Isolation Period
QUARANTINE		
Asymptomatic Close Contact	Fully vaccinated	At least 5 days from exposure
	Partially vaccinated or unvaccinated	At least 14 days from exposure
ISOLATION		
Asymptomatic case	Fully vaccinated	At least 7 days from positive test (sample collection date)
	Partially vaccinated or unvaccinated	At least 10 days from positive test (sample collection date)
Symptomatic, suspect, probable or confirmed case with MILD symptoms	Fully vaccinated	At least 7 days from onset of symptoms
	Partially vaccinated or unvaccinated	At least 10 days from onset of symptoms
Symptomatic, suspect, probable or confirmed case with MODERATE symptoms	Regardless of vaccination status	At least 10 days from onset of symptoms
Symptomatic, suspect, probable or confirmed case with SEVERE and CRITICAL symptoms	Regardless of vaccination status	At least 21 days from onset of symptoms
Immunocompromised *Autoimmune disease, HIV, Cancer/ Malignancy, Transplant Patients, Undergoing steroid treatment, Patients with poor prognosis/ Bed-ridden patients	Regardless of vaccination status	At least 21 days from onset of symptoms

IV. Revised Interim Guidelines on the Use of Leave Credits/Excused Absences due to Quarantine/Isolation/Treatment – In accordance with CSC Memorandum Circular No. 2 s. 2022, all COVID-19-related absences due to quarantine, isolation and/or treatment of TransCo employees due to travel, personal activities and performance of official duties shall be governed by the following, subject to the recommendation of the TransCo Medical Team:

- a. Absence from work due to the required period of quarantine, isolation and/or treatment for the COVID-19, as applicable, shall be treated, as follows:

CATEGORY	Nature of Absence from Work; Applicable Leave of Absence
<p>1. For those coming from official or personal travel from countries with or without localized COVID-19 transmissions who underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>a. For those on official travel, absence from work for every instance shall be considered as excused absence (required quarantine leave, isolation and/or COVID-19 treatment leave).</p> <p>b. For those on personal travel, absence from work for every instance of the required quarantine period shall be considered as excused absence (required quarantine leave)</p> <p>However, the period of their isolation and/or treatment shall be considered sick leave chargeable against their leave credits, if any.</p>
<p>2. For those coming from official or personal local travel from areas under community quarantine who underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>a. For those on official travel, absence from work for every instance shall be considered as excused absence (required quarantine leave, isolation and/or COVID-19 treatment leave).</p> <p>b. For those on personal travel, absence from work for every instance of the required quarantine period shall be considered as excused absence (required quarantine leave)</p> <p>However, the period of their isolation and/or treatment shall be considered sick leave chargeable against their leave credits, if any.</p>

<p>3. For those who are infected or identified as close contacts of a suspect, probable and/or confirmed cases of COVID-19 while in the performance of their official functions (on-site or WFH arrangement) and underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>Absence from work for every instance shall be considered as excused absence (required quarantine leave, isolation and/or COVID-19 treatment leave).</p>
<p>4. For those who are infected or identified as close contacts of a suspect, probable and/or confirmed cases of COVID-19 due to personal activities and underwent the required quarantine period, isolation and/or treatment for COVID-19</p>	<p>a. Absence from work for every instance of the required quarantine period shall be considered as excused absence (required quarantine leave).</p> <p>However, the period of their isolation and/or treatment shall be considered sick leave chargeable against their leave credits, if any.</p> <p>b. For personal activities in violation of IATF protocols, absence from work for the required quarantine period, isolation and/or treatment of COVID-19, shall be considered as sick leave chargeable against their leave credits, if any.</p>
<p>5. For those on personal travel from countries WITHOUT APPROVED TRAVEL AUTHORITY BEFORE OR AFTER the declaration of THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 threat, who underwent the required period of quarantine, isolation and/or treatment for COVID-19</p>	<p>Absence from work during the required quarantine period, isolation and/or treatment for COVID-19 shall be considered as sick leave and shall be deducted from their earned sick leave credits, if any.</p>

- b. In case work suspension is declared during the required period of quarantine, isolation and/or treatment, it shall be considered excused absence and shall be not chargeable against their earned leave credits.

- c. In the event of circumstances abovementioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case the vacation leave credits have been exhausted, the employee may apply for sick leave of absence without pay.
- d. Employees who are identified as close contacts of suspect, probable and/or confirmed case of COVID-19 or those asymptomatic and underwent the required quarantine while waiting for the result of the swab test administered upon him/her or completing the required quarantine as prescribed by the IATF and/or the DOH may adopt a Work-from-Home (WFH) arrangement depending on the nature of work of the employee pursuant CSC Memorandum Circular No. 18, s. 2020, subject to the approval of the Cost Center Head concerned.
- e. Employees availing of excused absence and/or sick leave due to quarantine, isolation and/or treatment shall submit the following to HRMDD:
 - 1. Application for Leave of absence;
 - 2. Certificate issued by the TransCo Medical Team or any government/private physician that he/she has submitted himself/herself for monitoring/ investigation, as applicable (*For close contact*);
 - 3. Completion of Quarantine Certificate issued by the TransCo Medical Team or local quarantine/health official;
 - 4. Medical Certificate from the TransCo Medical Team or local quarantine/health official that he/she is cleared to report back to work;
 - 5. Medical Records showing that he/she was treated of the COVID-19 signed by the TransCo Medical Team or attending physician (*For those under treatment of COVID-19*);
 - 6. Copy of RT-PCR test result (*For those under Category 3*);
 - 7. Copy of Vaccination Card (For those fully vaccinated); and
 - 8. Copy of Barangay Contact Tracing form for those under Category 4, who are identified as close contacts with a suspect, probable and/or confirmed cases of COVID-19.
- f. Subject to the recommendation of the concerned Cost Center Heads, personnel on Contract of Service (COS) and those under Institutionalize Contract of Service (ICOS) who shall be classified under the categories per Item IV (a) hereof may be authorized to adopt WFH arrangement depending on the nature of work of the personnel during the required quarantine/isolation period. However, absences from work due to the following circumstances shall not be considered for WFH arrangement and the period of their isolation and/or treatment of COVID-19 shall be considered as absence without pay:

1. Those on personal travel (*Categories 1 and 2*)
 2. Those who are infected or identified as close contacts of a suspect, probable and/or confirmed cases of COVID-19 due to personal activities (*Category 4*)
 3. Those whose personal activities are in violation of IATF protocols (*Category 4*)
- g. Cost Center Heads shall ensure that efficiency and productivity work standards are met, and that delivery of public service is not prejudiced during the required quarantine and/or treatment of concerned officials and employees.

V. *Availment of Shuttle Service*

Shuttle Service will no longer be available under Alert Level 1.

VI. *Availment of the TransCo Dormitory*

The TransCo Dormitory shall remain reserved for the exclusive use of TransCo personnel while in the State of National Emergency. However, accommodations at the TransCo Dormitory during Alert Level 1 shall be subject to availability based on the prioritization as stipulated under Section 6.10.2 of TransCo Circular No. 2021-0010.

For everyone's information and strict compliance.