



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

CIRCULAR LETTER

No. 2020 - 14
November 16, 2020

TO : All Heads of Departments, Agencies, Bureaus and Offices of the National Government, including State Universities and Colleges (SUCs), Constitutional Offices, and All Others Concerned

SUBJECT : REITERATION OF APPLICABLE GUIDELINES RELATIVE TO UTILIZATION OF AGENCY BUDGETS FOR PURPOSES OF IMPLEMENTING HEALTH PROTOCOLS

1.0 BACKGROUND

The Civil Service Commission (CSC), the Department of Health (DOH), and the Department of Labor and Employment (DOLE) issued **Joint Memorandum Circular (JMC) No.1, s. 2020, dated March 4, 2020 (Occupational Safety and Health [OSH] Standards for the Public Sector)**, prescribing guidelines on OSH for the Public Sector to:

- 1.1 protect government employees from dangers of injury, sickness or death, with safe and healthy working conditions in their respective workplaces; and
- 1.2 guide the agencies in the development, implementation, monitoring and evaluation of OSH for government employees.

Under Executive Order No. 112, s. 2020, the Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines (Omnibus Guidelines) was approved and authorized the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF) to amend or modify the same without need for further Presidential Approval. In later amendments (from the July 16, 2020 amendment to October 30, 2020), it was provided that **national government agencies and instrumentalities, including GOCCs and LGUs, shall adopt measures lawful and necessary to implement and enforce the minimum public health standards.**

Such standards refer to the *"guidelines set by the DOH, as well as sector-relevant guidelines issued by government agencies, to aid all sectors in all settings to implement **non-pharmaceutical interventions (NPI)**."* NPI refers for public health measures that do not involve vaccines, medications or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.

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The minimum public health standards to be complied in all workplaces include wearing of face masks and face shields, observance of physical distancing, and frequent disinfection.

2.0 COVERAGE

The aforecited OSH standards prescribed under CSC-DOH-DOLE JMC No.1, s. 2020, shall apply to the following:

- 2.1 All officials and employees in NGAs, SUCs, LGUs and GOCCs, whether permanent/temporary or casual status; as well as
- 2.2 Job Orders (JOs), Contract of Services (COS), institutional/individual contractors (subject to CSC-COA-DBM Joint Circular No.1, s. 2017, as amended).

3.0 GUIDELINES

3.1 Institutional Arrangement

3.1.1 The DOH shall develop a tool kit as guide for agencies in their program implementation.

3.1.2 Heads of Agencies, among others, shall:

3.1.2.1 **Appoint or designate as the case may be, a Safety and Health Officer**, and ensure that the needed OSH trainings are undertaken; and

3.1.2.2 **Create a Safety and Health Committee and/or a Special Investigation Committee** which will conduct regular meetings and/or investigation on occupational related accidents, injuries, illness and/or death, and acts on measures recommended by the Safety and Health Committee and/or Special Investigation Committees.

3.2 Funding Source for the Implementation of the Prescribed Guidelines

3.2.1 Section XII of CSC-DOH-DOLE JMC No. 1, s, 2020 provides that funds needed for the implementation of the JMC shall be included in the agency's regular budget and Annual Work and Financial Plan.

3.2.2 For purposes of funding the implementation in FY 2020 of health protocols relative to COVID-19 pandemic, **provided the accomplishment of programmed targets are not adversely affected**, agencies may utilize available balances of received allotments chargeable against the FY 2020 GAA.



3.2.3 To implement the provisions of CSC-DOH-DOLE JMC No. 1, s. 2020, under National Budget Circular No. 578 (Guidelines for the Release of Funds in FY 2020) dated January 6, 2020, the Head of the Agency is authorized to **modify the object of expenditure within expense classes covered by allotments** available to the agency.

3.3 Subject to availability of funds, budgetary or otherwise, but at no cost to the employees, the public sector may also consider implementing COVID-19 related programs prescribed for the private sector under **DTI-DOLE JMC No. 20-04, s. 2020 dated August 14, 2020, as well as the purchase of medicines, isolation facilities, among others.** This adoption of guidelines prescribed for the private sector is aligned with the DOH Administrative Order No. 2020-0015 dated April 27, 2020 (Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation) covering public and private sector entities involved in COVID-19 response.

4.0 REPORTORIAL REQUIREMENT

Each NGA and SUC shall submit to the DBM's Budget and Management Bureau or Regional Office concerned **not later than January 31, 2021**, the report on the utilization of funds to implement the aforecited JMC, using the template shown in **Annex A** hereto.

5.0 RESPONSIBILITY OF AGENCIES

Agency heads and accountable officers shall be responsible for the proper implementation of the provisions of this Circular in their respective offices. They shall be held administratively, civilly, and/or criminally liable, as the case may be, for the utilization of funds not in accordance with the provisions of this Circular, without prejudice to refund by the employees concerned of any unauthorized or excess expenses thereof.

6.0 REPEALING CLAUSE

Other related issuances not consistent with the provisions of this Circular are hereby revised, modified, or rescinded accordingly. Nothing in this Circular shall be construed as a limitation or modification of existing laws, rules and regulations.

7.0 EFFECTIVITY

This Circular shall take effect immediately and up to the end of FY 2020.


WENDEL E. AVISADO
Secretary



**Report on the Utilization of the Funds needed for the implementation of Health
Protocol
For the year 2020**

Department: _____
Agency: _____

Fund Sources:

Program/Activity/Project(s) (P/A/Ps): _____

Allotment Class: _____

Object of Expenditures: _____

Expenditures:

Program/Activity/Project(s) (P/A/Ps): _____

Allotment Class: _____

Object of Expenditures: _____

Purpose(s) of utilization:

Submitted by:

Head, Finance/Administrative Unit

Certified Correct:

Agency Head