



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**  
Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

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**MEMORANDUM CIRCULAR NO. 2**  
**Series of 2020**

March 20, 2020

**TO: HEADS OF MINISTRIES, COMMISSIONS, BUREAUS, OFFICES, AND AGENCIES OF THE BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM), INCLUDING THE BANGSAMORO TRANSITION AUTHORITY (BTA) PARLIAMENT AND CONSTITUENT LOCAL GOVERNMENT UNITS; AND ALL OTHERS CONCERNED**

**SUBJECT: INTERIM GUIDELINES GOVERNING CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS IN THE BARMM FOR THE DURATION OF THE STATE OF CALAMITY AND COMMUNITY QUARANTINE DUE TO THE CORONA VIRUS DISEASE 2019**

**I. SCOPE AND COVERAGE**

Consistent with Commission on Audit and Department of Budget and Management Joint Circular No. 1, s. 2020 dated March 19, 2020 in relation to Civil Service Commission Announcement No. 12, s. 2020 dated March 16, 2020 on Alternative Work Arrangements in light of Code Red Sublevel 2, this Memorandum Circular shall cover all COS and JO workers whose services are directly engaged by ministries, commissions, bureaus, offices, and agencies of the BARMM, including the BTA Parliament, and constituent local government units, as far as applicable.

**II. GENERAL GUIDELINES**

1. COS and JO workers in the BARMM may be considered for the following alternative work arrangements:
  - a. Skeletal force;
  - b. Work from home;
  - c. Compressed work week; and
  - d. Staggered working hours.
2. COS and JO workers who will be part of the agency skeletal workforce and will be able to physically report for work during the quarantine period

may be granted appropriate additional benefit, as may be authorized by the Office of the Chief Minister.

3. COS and JO workers who will be required to work from home shall be paid corresponding wages/salaries during the community quarantine period.
4. COS and JO workers who will not be required to report for work due to work suspension and those who are not part of the agency skeletal workforce shall be paid their corresponding wages/salaries during the community quarantine period as exception to the "no work, no pay" principle for this occasion only.
5. COS and JO workers shall strictly observe *social distancing* measures in the workplace, *i.e.*, maintaining at least one-meter radius, and practice personal hygiene like regular handwashing and proper sneezing and coughing etiquette.

### **III. SUPPORT MECHANISMS**

Agencies shall ensure that COS and JO workers are provided with support mechanisms, such as but not limited to clean workplace, essential provisions/toiletries like hand soap and 70% rubbing alcohol/alcohol-based hand sanitizers in the workplace, health/psycho-social interventions like stress debriefing, and appropriate technologies to minimize face-to-face or close contact.

### **IV. RETROACTIVE APPLICATION**

The implementation of the provisions of this Memorandum Circular shall be retroactive to March 15, 2020 or the date of the beginning of the duration of the community quarantine period.

### **V. SUBSEQUENT ISSUANCES**

Supplementary or clarificatory issuance/s shall be issued as the need arises.

### **VI. EFFECTIVITY**

This Memorandum Circular shall take effect immediately.

  
**AHOD BALAWAG EBRAHIM**  
Chief Minister