



S.V. MORE PHARMA CORPORATION

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HRDAO-IOM 2020-07-01-01

TO : ALL CONCERNED
DATE : 01 July 2020
FROM : HUMAN RESOURCES DEVELOPMENT AND ADMINISTRATION OFFICE
SUBJECT : FLEXIBLE/ALTERNATIVE WORK ARRANGEMENTS FOR ADMIN/OFFICE-BASED EMPLOYEES DURING QUARANTINE PERIODS

To comply with the mandate of government for essential businesses to maintain physical distancing in the workplace during quarantine periods, Management is instructing all corporate offices to maintain only a skeleton workforce. All corporate offices that cannot provide adequate safe distances or protective barriers between their workers are to provide Flexible/Alternative Work Arrangements (F/AWA) to all affected admin/office-based personnel effective July 6, 2020.

More so, the significant impact of this pandemic on our business has drastically reduced/affected the volume of work activities of some positions in the organization (i.e. reduced bookings and collection transactions for SCRs; stoppage of packing of Physician's Samples for Warehouse Personnel of MMPO, less demand for servicing for Company Drivers, among others).

Given the foregoing, please be informed that aside from the current Work From Home (WFH) arrangement being implemented to comply with safety issues, please find below the F/AWA to address Management's plan not only to ensure the sustainability of our business but most importantly the continued occupation of the employees, to wit:

- 1. Reduction of Work Days (RWD)** – Normal workdays per week are shortened (i.e. from 5 days to 3 days of work per week).
- 2. Rotation of Workers (ROW)** – Employees from the same department take turns in office reporting or will be alternately provided work within the week or within the month (i.e. will only work from MWF this week and TTh the following week or Work for One Straight Week and then Off the Following Week).

The RWD or ROW will be applied not only to positions whose volume of work activities have been assessed to have **drastically** decreased due to the changes in our operations and poor business climate but also for employees who cannot be given any WFH assignments. The Director/Manager of the office will submit the list of positions and names of the concerned employees affected from their respective offices, if any.

A **NO WORK, NO PAY** policy will be adopted for RWD and ROW. The employee will not receive any pay for the days that no work is carried out by him/her. The employee may opt to offset these deduction/s against their available regular leave credits (sick leave, vacation leave, service incentive leave, unconsumed vacation leave) or the Generic Leave Credits (GLC), if available.

Employees who will report to work on their scheduled RWD or ROW will be paid their normal daily rates (monthly Basic Pay and other allowances, if any, pro-rated accordingly).

- 3. Reduction of Work Hours (RWH)** – Normal work hours per day or week are shortened (i.e. from 45 hours to just 35 hours of work per week; instead of 9 hours per day it will just be 7 hours per day).

The RWH will be applied to positions whose volume of work activities have been assessed to have **slightly** decreased due to changes our operations and poor business climate. The Work in Office (WIO) and WFH tasks are limited such that the required number of work hours in a day (9 hours) need to be fully utilized.

The Immediate Officers (IOs) are tasked to assess and provide the daily pay recommendation based on the accomplished tasks for the day of the affected subordinate. For this F/AWA, the daily pay will be commensurate to the employee's accomplishment/work carried out for the day.

The above identified F/AWAs are temporary in nature and are expected to cover a maximum period of six (6) months only but may be extended as long as the public health emergency continues.

For proper recording of employee attendance, the IOs are instructed to submit via email to HRD, the DTR Summary of his/her subordinates reporting schedule or work arrangement following the below schedule:

1. DTR Period 1 to 15 – to be submitted every 20th day of the month;
2. DTR Period 16 to 31 – to be submitted every 5th day of the following month.

For your guide and reference.



KAREN C. RICAHUERTA

Cc: Office of the President
All Directors & Managers