



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**DEPARTMENT ADVISORY NO. 02**  
Series of 2018

**GUIDELINES ON THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENTS  
RELATIVE TO THE TEMPORARY CLOSURE OF BORACAY ISLAND, MALAY, AKLAN  
TO TOURISTS**

In furtherance of Department Advisory No. 1, series of 2018 on temporary suspension of business operations, employers and employees may implement other alternative work arrangements as coping mechanisms and remedial measures relative to the temporary closure of Boracay Island, Malay, Aklan to tourists.

The following are alternative work arrangements which may be considered by employers and employees:

1. Temporary transfer of employees to other branch or outlet – Employees are temporarily transferred to other branch or outlet of the same employer.
2. Temporary assignment of employees to other function or position – Employees are temporarily assigned to other function or position in the same or other branch or outlet of the same employer.
3. Retention of Workers – Employees are retained to work for the necessary upkeep and maintenance, or renovation of the business establishment of the employer.
4. Reduction of Workdays – Employee's normal workdays per week are reduced.
5. Rotation of Workers – Employees are rotated or alternately provided with work within the workweek.
6. Forced Leave – Employees are required to go on leave, utilizing their leave credits if there are any.

Employers and employees are encouraged to explore other schemes under any agreement and company policy or practice in order to cushion and mitigate the effect of loss of income of employees, such as the advance payment of 13<sup>th</sup> month pay and other monetary benefits, provision of financial assistance or temporary work to other employer, and others.

Be guided accordingly.

20 April 2018

  
**SILVESTRE H. BELLO III**  
Secretary

Dept. of Labor & Employment  
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