



***Public Services (Management) Act***  
***Public Employment (Non-Citizens) Act***

**DEPARTMENT OF PERSONNEL MANAGEMENT**  
**CIRCULAR INSTRUCTION NO. 12 OF 2020**

**DATE:** 29<sup>TH</sup> APRIL 2020  
**FILE:** SEC: 4-11  
**TO:** ALL DEPARTMENTAL HEADS  
ALL PROVINCIAL ADMINISTRATORS  
ALL HEADS OF OTHER PUBLIC AUTHORITIES  
ALL PUBLIC EMPLOYEES

**ONGOING IMPLEMENTATION OF THE COVID-19 EMERGENCY ORDERS  
AND 'NEW NORMAL' WORK ARRANGEMENTS.**

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Circular Instruction No 10 of 2020 co-signed with the Emergency Controller covers the work place arrangement for the duration of the State of Emergency (SOE). Guidance was provided on the application of the Emergency Orders No 5 issued under the *Emergency (General Powers) (COVID-19) Regulation 2020* (the Regulation) for Public Sector Agencies.

The Emergency Controller has also issued additional Emergency Orders with respect to the increase in Positive Covid-19 cases in the country. That includes the lockdown of specified Government offices and the introduction of '**new normal**' ways of life for the people of PNG. Some work place arrangements will remain in force for more or less than two months' subject to further determination by the Emergency Controller and the Government. DPM Secretary in consultation with Emergency Controller is issuing this circular instruction to agencies on the new normal work arrangements to ensure continuity of government services.

**Service Continuity Under 'New Normal' Work Arrangements**

Public Service employees are now required to resume normal duties under the prescribed workplace arrangements effective as of **Monday 4<sup>th</sup> May 2020**. The workplace arrangements under the new normal arrangements are as follows;

- a) Ensure proper 'new normal' safe workplace arrangements are consistent with the Health, Safety and Hygienic procedures to be put in place at the work environment with technical advice from the National Department of Health, adapting from World Health Organization (WHO) practices in order to manage the spread of COVID-19 at the work places.
- b) Ensure work place strategies are put in place to prevent and control the spread of COVID-19 amongst your staff.
- c) Ensure proper record keeping of staff during work hours to enable tracing in the event of employees showing symptoms of the COVID-19 and are tested positive.
- d) Ensure each public employee who may become exposed to the COVID-19 in the process of delivering essential services must be provided with the necessary personal protective equipment as prescribed by the National Department of Health for the performance of their duties.
- e) The Department of Personnel Management has put in place COVID-19 Building Procedures as the "new normal" Procedures for the tenants of the Central Government Office (CGO). These procedures can be adopted by respective government agencies to suit their working environment. All agencies to enquire with DPM for a copy of the Building procedures.
- f) The Emergency Orders related to work environment must be strictly enforced.

All public employees are to continue to follow the strict guidelines issued by the National Department of Health on social distancing, personal hygiene and self-isolation. In the event of feeling sick, they are to remain at home and seek medical clearance and only return to work with the specific authority of their agency head.

### **Special General Order No. 11/2019**

Circular instruction No. 15 of 2019 and Special General Order No. 11 of 2019 are still in effect and all public sector organizations are required to observe the controls and cost saving measures as directed by the National Executive Council.

### **Salaries and Allowances during the National Emergency Period**

As per Circular Instruction No. 10 of 2020, the terms and conditions of employment of all public employees including their wages and salaries under respective laws and contracts are protected. The normal pay of public employees is maintained. All public employees are required to co-operate and work normally and comply with the directions given under the Emergency Orders.



### **Overtime Allowances**

Special General Order No. 11/2019 governs Overtime Allowances which are payable only to essential service providers who are required to work outside of their normal daytime and shift working hours. General Order provisions covering overtime should be strictly followed.

### **Risk Allowance Not Payable**

Government Pay Policy does not provide for the payment of risk allowance. Each agency head is responsible for providing a safe and secure working environment, procedures and necessary personal protective equipment.

**No extra allowances are payable outside of the standard terms and conditions of employment.**

### **Department Of Personnel Management Client Services**

Under the new normal work arrangements, client services will be subject to Central Government Office building procedures, therefore for convenience purposes, clients are urged to utilize telephone and emails to communicate with DPM officers. However, face to face meetings will be restricted to HR Managers of agencies only, and HR managers are required to make appointments at least two (2) days in advance through the contacts provided below.

1. Mr. Emmanuel Ginis on 3276404, [emmanuel\\_ginis@dpm.gov.pg](mailto:emmanuel_ginis@dpm.gov.pg), or
2. Mr. Yetrus Buka on 327 6360, [yetrus\\_buka@dpm.gov.pg](mailto:yetrus_buka@dpm.gov.pg), or
3. Ms. Rhymbi Kokiva on 327 6355, [rhymbi\\_kokiva@dpm.gov.pg](mailto:rhymbi_kokiva@dpm.gov.pg); or
4. Mr. Desmond Timothy on 327 6348, [desmond\\_timothy@dpm.gov.pg](mailto:desmond_timothy@dpm.gov.pg)

All appointments for the Secretary's Office will be made through the Executive Officer, Ms. Junelyn Veratau on 327 6447 or email [junelyn\\_veratau@dpm.gov.pg](mailto:junelyn_veratau@dpm.gov.pg).

Authorized by:

  
**TAIES SANSAN**  
 Secretary



  
**DAVID MANNING MBE, DPS, QPM**  
 Emergency Controller

