



National Public Service

DEPARTMENT OF PERSONNEL MANAGEMENT

CIRCULAR INSTRUCTION NO. 09 OF 2020

DATE: 23RD MARCH 2020

FILE: SEC: 4-10

**TO: ALL NATIONAL DEPARTMENTAL HEADS
HEADS OF OTHER PUBLIC AUTHORITIES
ALL CONSTITUTIONAL OFFICE-HOLDERS
ALL PROVINCIAL ADMINISTRATORS
ALL PUBLIC SERVANTS/EMPLOYEES**

14-DAY LOCKDOWN PERIOD FOR NON-ESSENTIAL SERVICES DUE TO COVID-19.

This Circular Instruction serves to inform all heads of government agencies that upon the decision of the National Security Council and National Executive Council on 22nd March 2020, the Prime Minister through his Media Statement has released some drastic measures that will be undertaken to combat the spread of COVID-19 in PNG.

The NEC has therefore approved a 14-day Lockdown on non-essential services throughout the country, amongst other matters. In implementing this directive, the following measures are to be followed by all government agencies.

- **All Public Servants are allowed to take paid leave of absence from work place to work at home, effective from Tuesday 24th March to 08th April 2020. Subject to Government's further directions, this Department will issue further circular instructions after 08th April 2020 on future work arrangements. All Public Servants are advised to follow further Government directions through the media.**

- **The leave of absence from workplace is not a public holiday. It is only an arrangement for Public Servants to isolate themselves and avoid physical contact with other colleagues and the general public for the 14 days lock down period announced by the Government.**
- **Where possible, Agency Heads can assign priority activities to their employees to work from home and update through any forms of technology-based communications.**

Only the essential service agencies such as those listed below will continue to provide essential services but are encouraged to take extra precautions in the course of their duties.

- **All Health Sector Workers**
- **Immigration & Border Security**
- **Customs & Internal Revenue Commission**
- **All Uniform Personnel (Police, Defence & CS)**
- **Government payroll staff, NIO and other Central Agency staff involve in the operations**
- **Any other agencies that the Government issues directions as and when required.**

As directed by the Government, all other public employees are encouraged to stay at home and follow the basic health & hygiene instructions issued by the Department of Health.

For further information, do not hesitate to contact me directly on 327 6379/75300663 or the following senior officers on their mobile numbers and email addresses:

- 1) Mr. William Hapipai – acting Deputy Secretary Policy and Reforms, 327, 6335 or 72240493 or william_hapipai@dpm.gov.pg.
- 2) Mrs. Agnes Friday – acting Deputy Secretary Compliance, Auditing Reporting, 327 6315 or 73097470 or agnes_friday@dpm.gov.pg.
- 3) Mr. Vele Ravugamini – acting Deputy Secretary, Executive Resourcing Service, 327 6326 or 75291291 or ravugamini_vele@dpm.gov.pg.
- 4) Mr. Michael Moke – acting Director, Corporate Affairs & Capacity Building, 327 6394 or 71717416 or michael_moke@dpm.gov.pg.

