



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

FROM : The Undersecretary
Legal, Administration, Finance, Human Resources and Information Systems

SUBJECT : **PROVISION OF COMMUNICATION EXPENSE ALLOCATION TO
PERSONNEL PERFORMING ESSENTIAL TASKS DURING THE
TIME OF QUARANTINE**

DATE : SEP 21 2020

In order to optimize communication services to efficiently discharge the functions of the DENR during this time of quarantine in lieu of the implemented alternative work arrangement in the Central Office and pursuant to the Civil Service Commission Memorandum Circular No. 10¹, Series of 2020, dated 07 May 2020, the provision of Communication Expense Allocation is hereby authorized to personnel performing essential tasks at the rate specified below:

Qualified Central Office Personnel/Employees	Communication Expense Allocation per Month
Chief of Staff of USECs and ASECs, Assistant Division Chiefs, Section Chiefs, Unit Heads and Employees performing essential task	P500.00

The said personnel/employees shall be identified by the concerned Head of Offices (HEA, USECs, ASECs and Directors) and shall be endorsed to the Office of the Assistant Secretary for Administration, Human Resources and Legislative Affairs for evaluation and preparation of the Special Order. The personnel/employees with DENR-issued cellular phones and those hired under Contract of Service/Job Orders are not qualified.

The payment shall be subject to the availability of funds, accounting and auditing rules and regulations.

This order shall take effect immediately.

ATTY. ERNESTO D. ADOBO, JR. CESO I

MEMO NO. 2020-459

¹ Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic