



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

ADVISORY

TO : All Officials and Employees
DENR Central Office

SUBJECT : **WORK ARRANGEMENT FOR MARCH 16-31, 2021**

As part of the precautionary measures related to the rising cases of COVID-19 infection in Metro Manila, especially in Quezon City, all offices are hereby directed to review their respective work arrangement schedules to consider the following:

1. identify processes/services that may be fully/partially performed via work-from-home arrangement and maintain a skeleton workforce of not more than fifty percent (50%) of the total number of assigned employees, whenever practicable;
2. propose a suitable alternative work arrangement that would allow social distancing among employees who are working on-site;
3. implement a monitoring system to ensure efficient reporting of accomplishments of employees under the work-from-home arrangement;
4. submit the list of employees who will be reporting on-site to the General Services Division so that transportation to convey employees to and from the office may be provided, when available.

For information and guidance.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration, Human
Resources and Legislative Affairs

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