



14 May 2021

## ADVISORY


FOR/TO : All Officials and Employees  
DENR Central Office

Pursuant to the President's declaration of General Community Quarantine level, with heightened restrictions, within the NCR plus bubble starting 15 May 2021 and in consideration of the recommendations of the DENR Contact Tracing Team following results of the ongoing RT-PCR swab tests, all offices in the DENR Central Office are hereby advised to deploy not more than 30% of their total workforce on any given work day. Each batch of skeleton work force shall be exclusive, to minimize exposure within a controlled and identified group, and shall serve for a maximum of two (2) weeks each, depending on the requirements of the unit/office.

All employees who will render services on-site are required to observe health protocols during travel to and from the office and while within office premises. On the other hand, employees who will work from home are required to perform assigned tasks and to keep communication lines open during office hours or as needed, in accordance with CSC Memorandum Circular No. 20, series of 2020.

Heads of office are requested to submit their respective work schedule to the Personnel Division for proper recording in the biometric attendance system, copy furnished the Office of the Director for Administrative Service for daily monitoring of movement of persons within the DENR Compound.

For information and guidance.

  
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