



## ADVISORY

TO : All DENR Officials and Employees

Pursuant to Memorandum Circular No. 94 issued by the Office of the President on 07 January 2022, which emphasized the need to balance health considerations and the continuous delivery of public services amidst the growing number of COVID-19 cases, and in line with the Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response, please be guided by the following:

1. All offices in areas declared to be under Alert Level 1 shall implement full operational capacity, subject to observance of minimum health and safety protocols. In areas declared to be under higher Alert Levels, on-site workforce requirement shall be as follows:
  - a. Alert Level 4 at least 40% on-site workforce
  - b. Alert Level 3 at least 60% on-site workforce
  - c. Alert Level 2 at least 80% on-site workforce
2. Under any Alert Level, employees with COVID-like symptoms shall be allowed to work from home, subject to submission of a medical certificate. Supervisors shall monitor their accomplishments.
3. Heads of office shall continue to highly encourage vaccination of 100% of employees. If available, they shall work to facilitate administration of booster shots especially to vulnerable/immunocompromised individuals.
4. Employees are required to inform their immediate supervisor when they test positive for COVID-19. The immediate supervisor has the responsibility to report this to the office Contact Tracing Team who shall, then, inform the supervisor of their close contacts.
5. Employees who went on quarantine/isolation shall be required to present a Certification from the BHERT, stating that they have completed the required period for quarantine/isolation, upon their reporting back to onsite duty.
6. When necessary, reduction of onsite workforce or temporary closure of premises shall be regarded as extreme measures.
  - a. In the DENR Central Office, the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, upon recommendation of heads of office, is authorized to approve requests for reduction of onsite workforce/closure of specific units/offices.
  - b. In the regional offices, bureaus and attached agencies, the Regional Executive Directors/Bureau Directors/Heads of Attached Agency are authorized to reduce onsite workforce or temporarily close specific units/offices, subject to the following conditions:

Measure	COVID-19 data
Reduction of onsite workforce	Number of active cases plus close contacts has reached 10% of total workforce
Temporary closure of a particular office	Number of active cases plus close contacts has reached 30% of total workforce

7. Temporary closure of a particular office shall mean 100% work-from-home arrangement where essential services shall continue to be delivered through online platforms, whenever possible.
8. Copy of notices on the reduction of workforce/temporary closure shall be submitted to the undersigned, through the respective Supervising Undersecretaries, not later than the first day of implementation.

For information and guidance.

**JIM O. SAMPULNA, CESO I**  
 Officer-In-Charge, DENR

