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Department of Environment and Natural Resources
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MEMORANDUM

FOR : **The Bureau Directors**
FMB, LMB, BMB, ERDB

FROM : **The Director**
Financial and Management Service

SUBJECT : **ADOPTION OF A UNIFORM WORK SCHEDULE IN THE
COMMISSION ON AUDIT (COA) CENTRAL OFFICE**

DATE : **17 NOV 2022**

This has reference to the letter of Ms. Violy Q. Molina, OIC Supervising Auditor, COA DENR dated 4 November 2022 (*copy attached*) informing our office on the adoption of a uniform work schedule in the COA Central Office pursuant to the Civil Service Commission (CSC) Resolution No. 2200209 dated 18 May 2022 re: Policies on Flexible Work Arrangement in Government.

Please be advised of the following work schedule of officials and employees in the COA Central Office:

- Four (4)-day On-Site Work - Monday to Thursday
- One (1)-day Work-from-Home - Friday

Concerned COA Offices providing general public services shall remain open every Friday.

Kindly ensure that our submission of accountability reports to the COA-Government Accounting Sector (GAS) will not be affected by this new work schedule.

For information and guidance.


ANGELITO V. FONTANILLA



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
NATIONAL GOVERNMENT AUDIT SECTOR
CLUSTER 8- AGRICULTURE AND ENVIRONMENT
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES 1 & 2
Visayas Ave., Diliman, Quezon City

Office of the Supervising Auditor – Audit Group C and D

November 4, 2022

MARIA ANTONIA YULO LOYZAGA

Secretary

Department of Environment and Natural Resources

Visayas Ave., Diliman, Quezon City

ATTENTION: **ATTY. ANALIZA REBUELTA - TEH**
Undersecretary for Finance, Information Systems and
Climate Change

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

Dear Secretary Loyzaga:

Please be informed that the Commission on Audit (COA) has adopted the Civil Service Commission (CSC) Resolution No. 2200209 promulgated on May 18, 2022 re: Policies on Flexible Work Arrangement in Government, under COA Resolution No. 2022-010 and COA Memorandum No. 2022-016 both dated July 29, 2022 which took effect on August 1, 2022.

Relative thereto, the officials and employees in the COA Central Office adopt a uniform work schedule through the four (4)-day on-site work from Monday to Thursday and one (1) day Work-from-Home (WFH) on Fridays. However, by the nature of the function of the following COA Offices/Divisions shall remain open every Friday so as not to hamper the continuous delivery of public services:

1. Office of the Commission Secretariat
2. Intelligence and Confidential Funds Audit Office
3. Information Technology Office
4. Finance Office
5. Cash Division, General Services Office (GSO)
6. Dormitory, Grounds and Janitorial Division, GSO


7. Records Management Division, GSO

Moreover, documents other than pleadings that will be submitted to COA Central Office will be received via drop boxes. These drop boxes were placed in the lobby of COA Main Building. Documents thru the drop boxes be placed in a sealed and properly labelled envelope for safety and confidentiality.

Likewise, please be advised that the receipt of pleadings at the Cluster/Regional Office-level shall be done during the on-site work schedule (Mondays to Thursdays). Further, if the last day of filing for appeal falls due on Friday, we advised you to submit documents relative to pleadings during the on-site work schedule to avoid prescriptive period of the appeals.

For your information and guidance, please.

Very truly yours,


VIOLA Q. MOLINA
State Auditor IV
OIC-Supervising Auditor