



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

ADVISORY

TO : All Offices Concerned
DENR Central Office

This is to inform you that the Commission on Audit (COA) adopted the four (4) day on-site work arrangement from Mondays to Thursdays and one (1) day work-from-home (WFH) on Fridays as authorized in CSC-MC 06, S. 2022 dated 06 June 2022.

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
6. Dormitory, Grounds and Janitorial Division, GSO
7. Records Management Division, GSO

On Fridays, documents other than pleadings that will be submitted to COA Central Office will be received via drop boxes placed in the lobby of the COA Main Building. On the other hand, pleadings at the Cluster/Regional Office level shall be received during on-site work schedule (Mondays to Thursdays).

For your information.

M. M. M.
MIRIAM M. MARCELO
OIC Director, HRDS



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

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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,


VIOLITA Q. MOLINA
State Auditor IV
OIC-Supervising Auditor