



**MEMORANDUM**

TO : THE OIC REGIONAL EXECUTIVE DIRECTOR  
DENR Region IVB

THE REGIONAL DIRECTOR  
MGB Region IVB

THE REGIONAL DIRECTOR  
EMB Region IVB

THE OFFICER-IN-CHARGE  
Natural Resources Development Corporation

FROM : THE UNDERSECRETARY  
Organizational Transformation and Human Resources

SUBJECT : **AUTHORITY/PERMISSION TO IMPLEMENT FLEXIBLE WORK  
ARRANGEMENT IN DENR REGION IVB**

DATE : 17 July 2023

This refers to the Memorandum dated 19 June 2023 from the former DENR Region IVB Regional Executive Director, requesting for authority to implement flexible work arrangement (FWA) among employees of DENR Region IVB in view of the present state of the DENR by the Bay Building, which was worsened by the earthquake that happened on 15 June 2023.

Please submit your proposal for the implementation of flexible work arrangements among your employees, to include the following details:

1. Identified offices and services to be allowed for work from home (WFH) set up and other modes of FWA;
2. Mechanism for the recording of attendance and accomplishments;
3. Safety precautions to ensure the safety of those who will serve as on-site workforce;
4. Controls and appropriate measures to ensure security of documents and records especially those to be handled by employees on a WFH arrangement; and
5. System for reporting of progress on efforts to provide a safe work place to employees.

For immediate compliance.

  
**AUGUSTO D. DELA PEÑA**

cc: Undersecretary Analiza Rebuella-Teh  
Finance, Information Systems and Climate Change and  
Supervising Undersecretary for Attached Agencies

Undersecretary Ernesto D. Adobo, Jr.  
Legal and Administration and Supervising Undersecretary of the MGB

Undersecretary Juan Miguel T. Cuna  
Environment and Field Operations-Luzon and Visayas



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

**MEMORANDUM FOR THE SECRETARY**

**THRU :** **UNDERSECRETARY MARILOU G. ERNI**  
Chief of Staff and Supervising Undersecretary for Strategic Communications

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

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

**ATTY. JUAN MIGUEL T. CUNA, CESO I**  
Undersecretary for Field Operations - Luzon, Visayas and Environment

**UNDERSECRETARY CARLOS PRIMO C. DAVID, Ph. D.**  
Undersecretary for Integrated Environmental Science

**FROM :** **THE REGIONAL EXECUTIVE DIRECTOR**

**SUBJECT :** **AUTHORITY/PERMISSION TO IMPLEMENT IN DENR-MIMAROPA REGIONAL OFFICE CSC MEMORANDUM CIRCULAR NO. 06, S. 2022 (FLEXI WORK ARRANGEMENTS IN THE GOVERNMENT) AND REQUEST FOR ADDITIONAL FUNDS FOR OFFICE SPACE RENTAL, RELATED EXPENSES AND USE OF THE DENR MIMAROPA REGION'S ALLOTTED SECRETARY'S FUND FOR RENTAL FEE FOR TEMPORARY OFFICE SPACE FOR OFFICIALS / KEY STAFF AND SKELETON WORKFORCE**

**DATE :** **19 June 2023**

This refers to the inspection conducted by the Natural Resources Development Corporation (NRDC) and members of the Rescue, Emergency and Safety Team (REST) of this Office due to the earthquake last 15 June 2023.

Based on the ocular inspection conducted by the REST last 16 June 2023, new cracks were found on the 7th floor of the building and some existing cracks on the 8th floor have expanded after the recent earthquake. Attached are the photos of the ocular inspection including old cracks on walls, ceiling and floors of other floors including the ground floor.

In view of the foregoing, the undersigned would like to reiterate our request submitted last September 2022 due to the major earthquake last 27 July 2022. The said event caused fear and anxiety among the DENR employees holding office at the DENR by the Bay Building due to the building's condition.

It was recommended that a combination of Flexible work arrangements (e.g., Compressed Workweek, WFH with skeleton workforce) will be adopted. Compressed work week will be from Monday to Thursday, and Friday with skeleton workforce. As stated in our memorandum last year, this arrangement will also help us determine the carbon emission-reduced thereby contributing to climate change mitigation measures.

We also recommended to transfer to another office location due to the threat/risks being posed by possible earthquake incidents, not to mention "the big one" predicted to happen anytime. For the rental, we need at least TWO MILLION PESOS (Php 2,000,000.00) per month for a 400-square meter office space, or TWENTY-FOUR MILLION PESOS (Php 24,000,000.00) annually.

Lastly, may we request for the fast-tracking of the geotechnical/structural integrity assessment of the DENR by the Bay Building currently being supervised by the Central Office Administrative Services. Per update of the NRDC, the procurement process for the technical/structural assessment is in progress.

In our meeting this morning attended by the Assistant Regional Directors, Division and Section Chiefs, DENREU MIMAROPA President and EMB RD Joe Amil Salino, we agreed that for this week, we will be on WFH arrangement.

Coordination with the Manila Bay Coordinating Office is being done for the temporary use of the Mandamus Agencies Office by the Skeleton Workforce. Also, ff there is a vacant/vacated office at the Central Office, may we be allowed to use it for our Skeleton Workforce and officials/officers. Our teams will be dispatched starting today to scout for temporary work space that could accommodate the Officials/officers and Skeleton Workforce or a maximum of 25-30 persons in Manila or Quezon City and a bigger work space that could accommodate 400/staff including EMB and MGB officials and employees.

Per coordination of ARD for Management Services Donna Gordove with then Financial and Management Service Director Lito Fontanilla, our request for transfer to another work space in Metro Manila was denied as accordingly, it was preferred that we rent a work space in Calapan City, Oriental Mindoro pursuant to the law (RA 108379) and its Implementing Rules and Regulations of stipulating that the regional center is at Calapan City. However, the housing project within five (5) hectares offered by the Local Government of Bongabong last year has not yet been constructed. Further, we understand that our request for fund for the construction of the Regional Office in Bongabong, Oriental Mindoro is yet for evaluation and approval for endorsement to the Department of Budget and Management. Meanwhile, we ardently request for additional funds for:

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1. Rental fee for a temporary work space (100 to 150 square meters) for the Skeleton Workforce including officials/officers or 25-30 persons;
2. Rental fee for a work space that could accommodate 400 employees and staff of the DENR, EMB and MGB MIMAROPA.

We ardently request for your immediate attention to ensure our safety and address the anxiety brought about by the impending risks while continually providing unimpeded and excellent public service.



**LORMELYN E. CLAUDIO, CESO IV**

cc: **USEC. AUGUSTO D. DELA PEÑA**  
Undersecretary for Organizational Transformation and Human Resources

**ATTY. JONAS R. LEONES, CESO I**  
Undersecretary for Policy, Planning and International Affairs  
and Supervising Undersecretary, Manila Bay

**DIR. ROLANDO R. CASTRO**  
Director, Administrative Service

**DIR. JACOB F. MEIMBAN**  
Executive Director, Manila Bay Coordinating Office