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MAR 17 2020

MEMORANDUM CIRCULAR  
No. 2020- 03

**SUBJECT: ADDENDUM TO MEMORANDUM CIRCULAR NO. 2020-02 DATED MARCH 16, 2020 REGARDING GUIDELINES ON ALTERNATIVE WORKING ARRANGEMENTS TO ENSURE SAFETY OF PERSONNEL AND THE CONTINUED DELIVERY OF ESSENTIAL SERVICES UNDER COVID-19 THREAT SITUATION**

Pursuant to item no. 4 of the Memorandum from the Executive Secretary to the Heads of Departments, Agencies, Offices and Instrumentalities entitled "Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-19) Situation" and Announcement No. 13, series of 2020 of the Civil Service Commission dated 17 March 2020 on Alternative Work Arrangements in light of the Enhanced Community Quarantine over the entire Luzon, work arrangement for all DENR offices located in Luzon shall now be limited to work from home.


Skeletal workforces may be allowed but this will be limited to one or two and only to those offices that render vital and urgent/time-bound services that cannot be done at home such as those involved in: (i) quick-response law enforcement and regulatory functions including monitoring of transport of forest products and wildlife trafficking at airports and ports, until such time that sea and air inbound and outbound transportation has been suspended; (ii) processing of salaries and other benefits of DENR personnel; and (iii) maintenance of DENR facilities.

For skeletal workforces to be established at the DENR Central Office and Staff Bureaus, a work order shall be issued by the Undersecretary for Legal, Administration, Finance, Human Resources and Information Systems. The Bureau Directors of Line Bureaus, Heads of attached agencies as well as the DENR Regional Executive Directors shall issue work orders for the skeletal forces to be established in their respective offices. The Regional Executive Directors, however, are required to immediately submit a report on skeletal workforces created to the Undersecretary for Legal, Administration, Finance, Human Resources and Information Systems, copy furnished the Undersecretary for Field Operations, for information and reference.

In view of restrictions imposed on public transportation, skeletal forces are advised to stay-in at their post for the duration of their work order.

Provisions of Memorandum Circular No. 2020-02 dated March 16, 2020 that are inconsistent with this Addendum are hereby superseded.

**FOR STRICT COMPLIANCE.**

  
**ROY A. CIMATU**  
Secretary