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MAR 19 2020

MEMORANDUM CIRCULAR

No. 2020- 04

**SUBJECT: ADDENDUM NO. 2 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 and, in view of the widening of the spread of the Corona Virus Disease in areas outside of Luzon, Memorandum Circular No 2020-03 dated March 17, 2020 entitled "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" shall now apply to all DENR offices located in areas declared as under the Enhanced Community Quarantine or lockdown .

FOR STRICT COMPLIANCE.


ROY A. CIMATU
Secretary