



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU

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MEMORANDUM

FOR . **All Officials and Employees**

FROM **The Acting Director**

SUBJECT **Alternative Working Arrangement in view of COVID-19**

DATE **March 17 2020**

In compliance with the Memorandum issued by the Office of the President through the Executive Secretary dated March 16, 2020 and CSC Announcement No. 13, series of 2020 dated March 17 2020 in view of COVID-19 work from home arrangement shall be adopted subject to the following conditions:

- 1 Work from home shall cover all permanent employees and personnel under Contract of Service.
2. Each Division Chief is advised to ensure rationalized work distribution to be done at home and submission thereof direct to the Division Chief copy furnished the Director/Regional Director concerned.
3. The compensation and leave of permanent personnel shall not be affected as a result of this alternative working arrangement
4. Work from home shall subsist for the period of March 17-April 13, 2020 or until such time the Enhanced Community Quarantine has been lifted.
5. Clientele transacting with the Administrative Division-Records Management Section (RMS) shall be received by the Security Guard on Duty and thereafter submit to the RMS for appropriate action.

This Memorandum shall cover Regional Offices within Luzon and Regions/LGUs affected or under locally declared Enhanced Community Quarantine

For compliance


Atty. WILFREDO G. MONCANO