



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Regional Office No. VIII
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City
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EMB Regional
Special Order No. 29
Series of 2022

ENVIRONMENTAL MANAGEMENT BUREAU
RELEASED BY: _____
DATE: 2-19-22
TIME: 11:01 am

SUBJECT : ALTERNATIVE WORKING ARRANGEMENT UNDER ALERT LEVEL 2

In the interest and exigency of service and pursuant to Memorandum Circular No. 93 of the Office of the President of the Philippines, the Alternate Working Arrangement in the DENR - Environmental Management Bureau Regional Office VIII is hereby authorized.

On **February 14, 2022**, the **Inter-Agency Task Force (IATF)** for the **Management of Emerging Infectious Diseases** issued **Resolution No. 161-A, Series of 2022**, reclassifying the risk-level classification of Tacloban City under **Alert Level 2** from 16 February 2022 until 28 February 2022.

Under **Section 1.d**, of **MC No. 93**, by the **Office of the President of the Philippines**, government agencies **shall operate at least eighty percent (80%) on-site workforce**.

In view of this arrangement, the following rules and regulations shall be strictly observed by all concerned:

Section 1. WORK SCHEDULE. The existing work schedules submitted (Annex "A") shall continue to govern, unless otherwise a different schedule is proposed by a particular section/unit, subject to the approval of the Finance and Administrative Division Chief with the recommendation of the respective Division Chief.

Section 2. WORK FROM HOME. Personnel scheduled to do work remotely (Work-from-Home) shall continue to adhere to the online attendance monitoring mechanism, via <https://iis.emb.gov.ph/embis/dtr/dashboard>, except when their services on-site are indispensable under the circumstances. Thus, they are required to be on stand-by and be on-call as the exigency of service may so require. In cases of failure to log-in or to report when presence on-site is indispensable, the same shall be considered an absentee.

Section 3. BIOMETRIC TIME AND ATTENDANCE SYSTEMS AND FLEXIBLE WORKING HOURS. Due to the limitations in public transportation attendant to the imposition of quarantine guidelines, flexible working hours to start at 7:00 in the morning and end at 6:00 in the evening shall apply. This flexible working hours' rule shall be applicable to all personnel, including Contract of Service (COS) personnel. As a precautionary measure in the prevention of the spread of the Covid-19 virus, the use of the Biometric Time and Attendance System shall remain suspended. The application of the flexible working hours shall be subject to the following conditions:

- (a) At least eight (8) hours of work - which shall exclude the time for lunch - must be rendered by both regular (organic) and COS personnel within the said flexible hour time-frame for any particular workday;
- (b) The heads of divisions, sections or units must ensure continuity of service to the public from 8:00 in the morning to 5:00 in the afternoon

Section 4. SHUTTLE SERVICES. Due to limitations in public transportation, the shuttle services provided by this Office shall continue to cater employees. The FAD, thru the Chief, shall ensure an orderly administration of this service with due regard to the health and safety protocols in place.

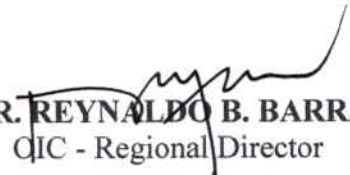
Section 5. AWA in the PEMUs. All personnel in the **Provincial Environmental Management Units (PEMUs)** shall likewise adhere to the herein prescribed working arrangement, subject to its submission for approval of its respective work schedules; subject further, to future alert-level reclassifications by the IATF on their areas of jurisdictions which may warrant a modification of the working arrangement already in place.

Section 6. For purposes of modifying the working arrangement, the concerned PEMU Head shall submit a **Request for Authority to Implement an Alternate Work Arrangement**, attaching the Proposed Work Schedule intended for adoption.

Section 7. In the interest and exigency of service, the Working Arrangement herein prescribed shall not be applicable to all personnel (Drivers) tasked with the duty and responsibility of providing transport and mobility during operations and when the need arises. Similarly, it must not also be applicable to Environmental Monitoring Officers (ENMOs) assigned in the PENROs or CENROs, whose working arrangement must govern the working schedules of the ENMOs.

Section 8. All heads of divisions, sections, units, and the PEMUs are hereby charged with the approval and monitoring of compliance with the work arrangements herein prescribed.

This Order takes effect immediately and shall remain in force unless subsequently revoked by the signing authority.


ENGR. REYNALDO B. BARRA
OIC - Regional Director





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Alternate Work Arrangement Schedule of EMB Region 8 Under Alert Level 2

OFFICE OF THE REGIONAL DIRECTOR	Mon	Tues	Wed	Thur	Fri
Barra, Reynaldo B.	1	1	1	1	1
Corregidor, Ma. Letecia A.	1	1	1		1
Inopia, Maria Jessica E.	1		1	1	1
LEGAL UNIT					
Yodico, Rodolfo A. II	1	1	1	1	1
Avestruz, Sherwin Gil E.	1		1	1	1
Suyom, Floramae A.	1	1	1	1	
Cajigas, Cristine May S.	1	1	1	1	
Contillo, Kim Angelica Joyce O	1	1		1	1
PISMU					
Vinegas, Rowena P.	1	1	1	1	1
Encomio, Annalyn R.	1	1		1	1
Amora, Silvin Ezra S.	1	1	1		1
Lipayon, Jay Arwin J.	1	1	1		1
Nacario, Larry Z.		1	1	1	1
Saceda, Recah Jule C.	1	1	1	1	
Horca, Jann Vincent A.	1	1	1	1	
Cabacaba, Bryan Paolo C.	1	1		1	1
Masalihit, Neil Ryan M.	1		1	1	1
EEIU					
Cavañero, Anamarie D	1	1	1	1	1
Lagunzad, Ma. Glenda C.	1	1	1		1
Morano, Amor Eloise	1		1	1	1
FINANCE AND ADMINISTRATIVE DIVISION					
Dacuyan, Ma. Corazon G.	1	1	1	1	1
Montejo, Pastor I.	1	1	1	1	1
Macalalad, Regine V.	1		1	1	1
Amazona, Julius J.	1	1	1	1	1
Toring, Sheila Marie C.		1	1	1	1
Dalut, Ma. Kristine M.	1	1	1		1
Cornelio, Frances Gin L.		1	1	1	1
Mejido, Lika Nel Q.	1	1	1	1	
Jaca, Shirleyne G.		1	1	1	1
Lacaba, Jennielou Belle	1	1	1	1	
Madejas, Queenee C.	1	1	1	1	1
Pinson, Juvy J.	1	1	1		1
Noveda, Jane C.		1	1	1	1
Adona, Joshua Jude T.	1		1	1	1

	Mon	Tues	Wed	Thur	Fri
Moquia, Aileen M.		1	1	1	1
Lipayon Jr., Victor Daniel, A.	1	1	1		1
Gayrama, Dianne D.	1	1		1	1
Escarlan, Myrna L.		1	1	1	1
Lelina, Cassandra Marie	1	1	1	1	
Oledan, Ladylle, B.	1	1	1	1	
Mendoza, Lomilson, B.	1		1	1	1
Dizor, Luciano L.	1	1	1	1	1
ENVIRONMENTAL MONITORING AND ENFORCEMENT DIVISION					
Saceda, Manuel Jr., J.	1	1	1	1	1
Dela Cruz, Niña Anjelika L.	1	1		1	1
Cayanong, Carlos A.	1	1	1	1	1
Dañal, Jo Anne Joy, M.	1	1		1	1
Fabillo, Vilma C.	1		1	1	1
Laurente, Ledane Joy Y.	1	1	1	1	
Polea, Janet T.	1	1	1	1	
Aure, Joseph		1	1	1	1
Silleza, Sharmaine	1		1	1	1
Morastil, Vincent	1	1	1		1
Salvador, Jerome	1	1		1	1
Ife, Arnel L.	1	1	1	1	1
Fabile, Karen Patricia A.		1	1	1	1
Fuentes, Linus P.	1	1	1		1
Hijada, Jon Vincent C.		1	1	1	1
Lubiano, Xavier R.	1	1	1	1	
Sudaria, Marla B.		1	1	1	1
Udtohan, Rosario S.	1	1	1	1	
Panis, Selwyn Ian R.	1		1	1	1
Benaires, Kenney D.		1	1	1	1
Quinto, Jordan Lee C.		1	1	1	1
Tan, Liza A.	1	1	1	1	1
Ripalda, Almira O.		1	1	1	1
Montallana, Hannah Joy D.	1	1	1	1	
Urmeneta, Reggie A.	1	1	1	1	1
Cabiao, Noel C.	1	1	1		1
Lauzon, Sharmaine Ruth A.	1		1	1	1
Ramos, Sharlene Joyce D.	1	1	1	1	
Solano, Rosemarie, R.	1	1	1	1	
Vasandani, Al Kenn D.	1	1		1	1
Cordero, Lionel S.	1	1		1	1
Paraguya, Neri	1	1	1		1
CLEARANCE AND PERMITTING DIVISION					
Hayag, Hennency G.	1	1	1	1	1
Anguren, Jynvel R.	1	1		1	1
Amescua, Ma. Maxile G.	1	1		1	1
Denzon, Laurence G.	1	1	1		1

	Mon	Tues	Wed	Thur	Fri
Silleza, Aikee C.	1		1	1	1
Dupio, Armando Jr.	1	1	1	1	1
Gravoso, Josephine	1	1	1		1
Albarico, Rea Mae B.	1		1	1	1
Nielo, Dave Eden C.	1	1		1	1
Pacheco, Brian D.	1	1	1	1	
Bautista, Venus	1	1	1	1	1
Bobon III, Julius Catalino P.	1	1		1	1
Total	71	72	72	72	69
	83%	84%	84%	84%	80%

Legend

Work in the Office	1
Work from Home	

Prepared by:

Cassandra Marie U. Lelina
Administrative Assistant I

Recommending Approval:

Engr. Ma Corazon G. Dacuyan
Chief FAD

Manuel J. Saceda Jr.
OIC Chief, EMED

Engr. Hennency G. Hayag
OIC Chief, CPD

Approved by:

Engr. Reynaldo B. Barra
OIC - Regional Director