



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
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March 17, 2022

ENVIRONMENTAL MANAGEMENT BUREAU  
RELEASED BY: [Signature]  
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EMB Regional  
Special Order No. 47  
Series of 2022

**SUBJECT : EMB REGIONAL OFFICE VIII WORKING ARRANGEMENT  
UNDER ALERT LEVEL 1**

In the interest and exigency of service and pursuant to IATF Resolution No. 164-D, Working Arrangement in the DENR - Environmental Management Bureau Regional Office VIII is hereby authorized.

On **March 15, 2022**, the **Inter-Agency Task Force (IATF)** for the **Management of Emerging Infectious Diseases** issued **Resolution No. 164 - D, Series of 2022**, reclassifying Tacloban City under **Alert Level 1** from **16 March 2022 until 31 March 2022**.

Under **IATF Guideline on the Nationwide Implementation of Alert Level System for COVID 19 Response as of 27 February 2022**, government agencies shall adhere to **100% on-site workforce**.

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

**Section 1. WORK SCHEDULE.** All EMB Region VIII regular and Contracts of Service personnel shall work on-site from Mondays – Fridays.

**Section 2. BIOMETRIC TIME AND ATTENDANCE SYSTEMS AND FLEXIBLE WORKING HOURS.** Due to the limitations in public transportation attendant to the imposition of quarantine guidelines, flexible sliding 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. For proper recording of attendance, the usage of biometric attendance system shall be resumed. 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 3. SHUTTLE SERVICES.** Due to limitation in public transportation, the shuttle services provided by this office shall continue to cater employees. The FAD thru Chief, shall ensure an orderly administration of this service with due regard to the health and safety protocols in place.

**Section 4. OBSERVANCE OF HEALTH PROTOCOLS.** On top of these regulations, all personnel are hereby reminded to strictly observe the minimum health standards/protocols in the workplace, as well as in dealing with its day-to-day affairs, in order to minimize the risk of infections.

**Section 5.** All other issuances inconsistent herewith are modified accordingly.

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

  
**ENGR. REYNALDO B. BARRA**  
OIC - Regional Director