



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR: 03

TO : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BOARD MEMBERS, DARAB
EXECUTIVE DIRECTOR, DARAB SECRETARIAT
BALA DIRECTOR
BUREAU DIRECTORS
ASSISTANT DIRECTORS
DIVISION CHIEFS
REGIONAL DIRECTORS
PROVINCIAL AGRARIAN REFORM PROGRAM
OFFICERS II
REGIONAL AGRARIAN REFORM ADJUDICATORS
PROVINCIAL AGRARIAN REFORM ADJUDICATORS**

FROM : **THE SECRETARY**

SUBJECT : **WORK FROM HOME PLAN**

DATE : 19 March 2020

Pursuant to and in compliance with Proclamation Nos. 929 and 922 both Series of 2020 mandating the enhanced community quarantine over the entire Luzon, the various Memoranda issued by the Office of the Executive Secretary from March 16 to 18 (Series 2020) wherein it is provided that, “A work from home arrangement shall be implemented in the Executive Branch, except the PNP, AFP, PCG, and health and emergency frontline services, border control and other critical services, which shall ensure a skeletal work force,” and the Operational Guidelines announced by the Office of the Cabinet Secretary on 17 March 2020, which provides that “All government agencies in the executive branch are hereby directed to issue accreditation orders to identify their respective skeletal workforces for critical services operating during the duration of the Enhanced Community Quarantine in Luzon. Skeletal workforces may use official agency vehicles,” and Announcement No. 13, Series of 2020 dated 17 March 2020 issued by the Civil Service Commission (CSC) which provides that “work arrangement of government agencies in Luzon shall now be limited to work from home for the period March 17-April 13, 2020 or until such time the Enhanced Community Quarantine over Luzon has been lifted,” the following instructions are being issued to be implemented in all DAR offices in Luzon, as well as specific regions, provinces, and municipalities in the Visayas and Mindanao where the local government authority has imposed a quarantine and similar health emergency measures where an alternative work arrangement for the government offices have been set in place:

- 1.0. All officials shall formulate the work from home (WFH) Plan of their Office indicating the following information: names of the persons involved, specific tasks,

deliverables, and timelines. The WFH Plan of the Offices of the Secretary, Undersecretaries, Assistant Secretaries, Directors, Assistant Directors, Division Chiefs and the Office of the Regional Directors (RDs) shall be submitted to the Office of the Secretary. The WFH Plan of the various offices in the region shall be submitted to the Office of the Regional Director. The WFH Plans of the offices in the municipal and barangay levels shall be submitted to the PARPO II. The WFH Plans of the Regional and Provincial Offices shall be submitted by the concerned RD to the Regional Office of the CSC for records purposes in accordance with CSC Announcement No. 13, Series of 2020.

- 2.0. Officers and employees of the DAR Central Office and Regions IV-A (CALABARZON) and IV-B (MIMAROPA) who would have to leave their homes and proceed to their offices to perform specific and critical tasks in the exigency of the service shall require an Accreditation Order to be issued by the Office of the Secretary.
- 3.0. The authority to formulate and approve the proper alternative work arrangement through a WFH, a skeletal work force, or other allowable arrangements, and the authority to issue the proper Accreditation Order for Officers and employees who would have to leave their homes and proceed to their offices to perform specific and critical tasks in the exigency of the service outside the DAR Central Office and Regions IV-A (CALABARZON) and IV-B (MIMAROPA) are hereby delegated to the following :

The Regional Director

- 3.1.1. Approving authority for the alternative work arrangement of the various provinces where the local government authority has imposed a quarantine and similar health emergency measures.
 - 3.1.2. Issuing authority for the Accreditation Order for officers and employees of the various provinces who are under a WFH Plan but would have to leave home and proceed to their offices to perform specific and critical tasks in the exigency of the service
- 3.2. The Provincial Agrarian Reform Program Officer II
- 3.2.1. Approving authority for the alternative work arrangement of the various municipalities where the local government authority has imposed a quarantine and similar health emergency measures.
 - 3.2.2. Issuing authority for the Accreditation Order for Officers and employees of the various municipalities who are under a WFH Plan but would have to leave their homes and proceed to their offices to perform specific and critical tasks in the exigency of the service

For immediate compliance.


ATTY. JOHN R. CASTRICIONES