



JUN 18 2021

MEMORANDUM

FOR : The Regional Executive Director

THRU : The Assistant Regional Director
for Management Services

ATT'N : The Chief, Administrative Division

FROM : The Assistant Regional Director
for Technical Services

**SUBJECT : ALTERNATIVE WORK ARRANGEMENT (AWA) OF LICENSES,
PATENTS, AND DEEDS DIVISION STARTING JUNE 15, 2021
UNDER GENERAL COMMUNITY QUARANTINE (GCQ)**

In compliance to the Regional Memorandum Order No. 04 dated June 14, 2021, submitted herewith is the Alternative Work Arrangement of LPDD Personnel starting June 15, 2021 and onwards under General Community Quarantine (GCQ).

Please be informed that the OIC-Chief, Assistant Division Chief and all Section Chiefs shall constitute of four (4) days office work and one (1) day work from home. Moreover, the schedule of the rank-in-file personnel of the division shall consists of not less than two (2) days office work and three (3) days work from home in compliance to the required 50%-75% operational capacity of the office under the GCQ status.

For your information, consideration and approval.

VICENTE B. TUDDAO, JR., Ph.D., CESO IV



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VICENTE B. TUDDAO, JR., Ph.D., CESO IV

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION - LPDD - PATENTS AND DEEDS SECTION**

Name of Personnel	SCHEDULE					REMARKS
	Monday	Tuesday	Wednesday	Thursday	Friday	
Cesar P. Odi (OIC, LPDD)						
Roberto Miguel J. Zacarias (Asst. Chief, LPDD)						
Arvin Joseph S. Blanco						
Winifreda O. Agosto						
Patents and Deeds(PDS)						
Erma L. Dumalag (Section Chief)						With Commorbidities
Marilyn V. Manguerra						
Kareen Tuazon						
Christine M. Flores						
Jeffrey Aliwalas						
Crytelle Anne Liberato						
Sabriza Lucidos						
John Vincent Llabres						
Ryan Jay Jimenez						
Water Resource Utilization						
Alfred S. Lopez (Section Chief)						
Jocelyn S. San Pedro						
Monina R. Dolatre						
Forest Utilization						
Maria Victoria D. Sario (Section Chief)						
Maan Joy B. Fernandez						
Xylene A. Tang						
Joseph C. Saños						
Jovel M. Lamigo						
Daniel B. Samson						
Jon Simon Medrano						
Wildlife Resource Permitting						
Carmen Ramina Tubal (Section Chief)						
Ma. Gloria G. Galima						
Arlon De Jesus						
Rosana L. Roxas						

LEGEND	
	Office Work
	WFH


Prepared by:


JOHN VINCENT T. LLABRES
Project Evaluation Officer I

Reviewed by:


ERMA L. DUMALAG
LMO III/Planning Officer

Recommending Approval:


CESAR P. ODI
OIC-Licenses, Patents & Deeds Division

Approved by:


VICENTE B. TUDDAO, JR. Ph.D., CESO IV
Assistant Regional Director

NOTED BY:

The Regional Executive Director
MIMAROPA Region



JUN 14 2021

REGIONAL MEMORANDUM ORDER

NO. 04 reg
Series of 2021

**SUBJECT : WORK ARRANGEMENTS UNDER THE GENERAL
COMMUNIT QUARANTINE (GCQ) STATUS**

Pursuant to the pronouncement of Inter-Agency Task Force spokesperson Harry Roque that the current general community quarantine with restrictions classification could de-escalate to the regular GCQ based on improving COVID-19 numbers after 15 June 2021, the following work arrangements shall be observed at the regional office:

1. To ensure observance of minimum health protocols particularly on the observance of social/physical distancing, the regional office shall continue to maintain 50%-75% operational capacity;
2. A combination of "work from home" and maintenance of skeletal workforce shall still be adopted. Fieldworks may consider 100% workforce provided they shall observe the required social distancing and health-related protocols;
3. As regards the "work from home" arrangement, officials/personnel working under this mode must have a weekly Work Plan indicating the purpose or expected outputs and the specific period of such task/s, which shall be endorsed by the concerned Division Chief/Head of Office and approved by the Assistant Regional Director concerned. They shall, likewise, make use of the "Online Attendance Management System", which is fully adopted/implemented by 15 June 2021 per the undated Memorandum Order on the matter disseminated last 17 May 2021;
4. Prior to WFH implementation, a list of personnel under the work from home arrangement must be submitted to the undersigned, copy furnished respective Assistant Regional Director and the Administrative Division for information and record. The list shall contain the tasks to be performed/targets to be accomplished and the period covered. The concerned Division Chief/Head of Office shall closely monitor the performance of those "working from home". Failure to deliver the committed outputs shall be dealt accordingly;
5. Division Chiefs, Assistant Division Chiefs, Section Chiefs and Heads of Office/Unit may only avail of one (1) day WFH and shall be subjected to prior approval of their respective Assistant Regional Directors.

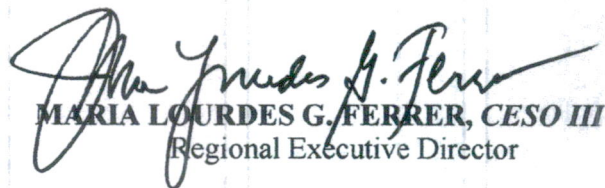
1. Black Cyan Magenta Yellow REPLACE INK CARTRIDGES if print quality is unacceptable.

2. Check media and settings.
PHOTOS: Use the color blocks below.
TEXT: Use the alignment tools below.
6. Unrecorded attendance on the "Online Attendance Management System" shall be treated as absence/s and shall be deducted from the leave credits (for permanent employees) or shall be treated as no services rendered (for personnel under Contract of Service); and

7. Employees without internet connectivity are discouraged to avail of the WFH arrangements
3. Check the color blocks below.
CLEAN PRINTHEAD: If the printer prints lines across the blocks, missing, or incorrect color, clean the printhead.
On the printer, Press SETUP, TOOLS, then CLEAN PRINTHEAD or ALIGN PRINTHEAD.

We would like to emphasize that this office ought to be fully operational pursuant to the IATF guidelines. Hence, the AWA should, in no way, be a reason for delayed delivery of services.

For your guidance and strict compliance.


MARIA LOURDES G. FERRER, CESO III
Regional Executive Director

4. Check the lines and box below.

ALIGN PRINTHEAD: If lines are crooked.
On the printer, Press SETUP, TOOLS, then ALIGN PRINTHEAD.

5. If the images above look okay, the printer appears to be working. For more help, go to <http://hp.com/support>.

Print Quality Diagnostic

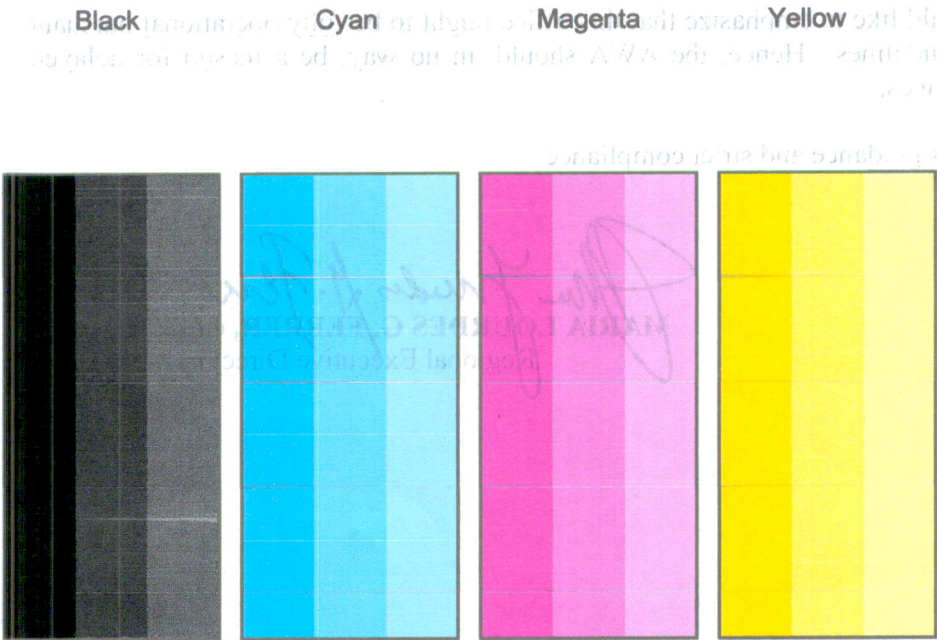
1. Black Cyan Magenta Yellow REPLACE INK CARTRIDGES if print quality is unacceptable.

2. Check media and settings:

- PHOTOS: Use Best mode and photo media.
- TEXT: Use Normal mode and plain paper.

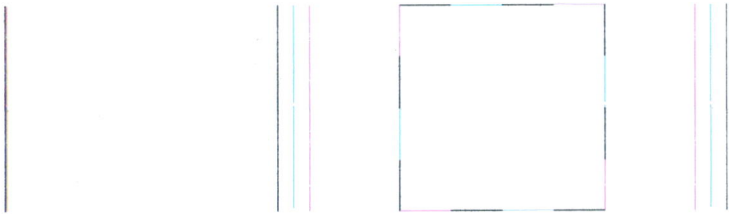
3. Check the color blocks below.

CLEAN PRINTHEAD then ALIGN PRINTER if streaked, missing, or incorrect color blocks, or lines across the blocks.
On the printer, Press SETUP, TOOLS, then CLEAN PRINTHEAD or ALIGN PRINTER.



4. Check the lines and box below.

ALIGN PRINTER if lines are crooked.
On the printer, Press SETUP, TOOLS, then ALIGN PRINTER.



5. If the images above look okay, the printer appears to be working. For more help, go to hp.com/support.