



Republic of the Philippines
Department of Environment and Natural Resources
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URGENT

MEMORANDUM

TO : **THE REGIONAL EXECUTIVE DIRECTOR**
DENR-Region IV-B MIMAROPA
1515 Roxas Blvd., Ermita, Manila

FROM : **THE UNDERSECRETARY**
Field Operations – Luzon, Visayas and Environment

SUBJECT : **AUTHORITY/PERMISSION TO IMPLEMENT IN DENR MIMAROPA REGIONAL OFFICE CSC MEMORANDUM CIRCULAR NO. 06, S. 2022 (FLEXI WORK ARRANGEMENTS IN THE GOVERNMENT) AND REQUEST FOR ADDITIONAL FUNDS FOR OFFICE SPACE RENTAL, RELATED EXPENSES AND USE OF THE DENR MIMAROPA REGION'S ALLOTTED SECRETARY'S FUND FOR RENTAL FEE FOR TEMPORARY OFFICE SPACE FOR OFFICIAL/KEY STAFF AND SKELETON WORKFORCE**

DATE : **AUG 03 2023**

This pertains to Memorandum dated 19 June 2023, requesting for flexible work arrangements and additional funds for office rental due to the effect on the structural integrity of your building caused by the major earthquake last 27 July 2022 and recent earthquake last 15 June 2023.

Relative to this, the Honorable Secretary instructed to make a follow-up on the letter request to the Department of Public Works and Highways (DPWH) commitment to conduct structural evaluation on the building and for the submission of relocation plan for the occupants.

For compliance.


ATTY. JUAN MIGUEL T. CUNA, CESO I

cc: Office of the Secretary
DENR



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City 1116
Tel Nos. 9296626 to 29 ; 9296633 to 35
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MEMORANDUM FOR THE SECRETARY

FROM : THE UNDERSECRETARY
Field Operations for Luzon and Visayas and Environment

SUBJECT : **OFFICES AND WARM BODIES IN THE DENR BY THE BAY
BUILDING IN ROXAS, BOULEVARD, ERMITA, MANILA**

DATE : JUL 03 2023

Respectfully submitted is the information submitted by Mr. Alexander M. Linde, Officer in Charge, Natural Resources Development Corporation regarding the above-mentioned subject.

No. of employees per office (as of January 11, 2023)

1. DENR MIMAROPA	272
2. EMB MIMAROPA	74
3. EMB CALABARZON	126
4. MGB MIMAROPA	65
5. MGB CALABARZON	83
6. NRDC	26
7. MEO WEST NCR	62

GRAND TOTAL 708

For information of the Honorable Secretary.


ATTY. JUAN MIGUEL T. CUNA, CESO I

NOTED:


MARIA ANTONIO YULO LOYZAGA
Secretary

① Please follow up to PHA inspectors

② As assistant relocation plan away



MEMORANDUM FOR THE SECRETARY

THRU : **UNDERSECRETARY MARILOU G. ERNI**
Chief of Staff and Supervising Undersecretary for Strategic Communications

ATTY. ERNESTO D. ADOBO JR., CESO I
Undersecretary for Legal, Administration, Human Resources and Legislative Affairs

ATTY. ANALIZA REBUELTA-TEH, CESO I
Undersecretary for Finance, Information Systems and Climate Change

ATTY. JUAN MIGUEL T. CUNA, CESO I
Undersecretary for Field Operations - Luzon, Visayas and Environment

UNDERSECRETARY CARLOS PRIMO C. DAVID, Ph. D.
Undersecretary for Integrated Environmental Science

FROM : **THE REGIONAL EXECUTIVE DIRECTOR**

SUBJECT : **AUTHORITY/PERMISSION TO IMPLEMENT IN DENR-MIMAROPA REGIONAL OFFICE CSC MEMORANDUM CIRCULAR NO. 06, S. 2022 (FLEXI WORK ARRANGEMENTS IN THE GOVERNMENT) AND REQUEST FOR ADDITIONAL FUNDS FOR OFFICE SPACE RENTAL, RELATED EXPENSES AND USE OF THE DENR MIMAROPA REGION'S ALLOTTED SECRETARY'S FUND FOR RENTAL FEE FOR TEMPORARY OFFICE SPACE FOR OFFICIALS / KEY STAFF AND SKELETON WORKFORCE**

DATE : **19 June 2023**

This refers to the inspection conducted by the Natural Resources Development Corporation (NRDC) and members of the Rescue, Emergency and Safety Team (REST) of this Office due to the earthquake last 15 June 2023.

Based on the ocular inspection conducted by the REST last 16 June 2023, new cracks were found on the 7th floor of the building and some existing cracks on the 8th floor have expanded after the recent earthquake. Attached are the photos of the ocular inspection including old cracks on walls, ceiling and floors of other floors including the ground floor.

In view of the foregoing, the undersigned would like to reiterate our request submitted last September 2022 due to the major earthquake last 27 July 2022. The said event caused fear and anxiety among the DENR employees holding office at the DENR by the Bay Building due to the building's condition.

It was recommended that a combination of Flexible work arrangements (e.g., Compressed Workweek, WFH with skeleton workforce) will be adopted. Compressed work week will be from Monday to Thursday, and Friday with skeleton workforce. As stated in our memorandum last year, this arrangement will also help us determine the carbon emission reduced thereby contributing to climate change mitigation measures.

We also recommended to transfer to another office location due to the threat/risks being posed by possible earthquake incidents, not to mention **"the big one"** predicted to happen anytime. For the rental, we need at least TWO MILLION PESOS (Php 2,000,000.00) per month for a 400-square meter office space, or TWENTY-FOUR MILLION PESOS (Php 24,000,000.00) annually.

Lastly, may we request for the fast-tracking of the geotechnical/structural integrity assessment of the DENR by the Bay Building currently being supervised by the Central Office Administrative Services. Per update of the NRDC, the procurement process for the technical/structural assessment is in progress.

In our meeting this morning attended by the Assistant Regional Directors, Division and Section Chiefs, DENREU MIMAROPA President and EMB RD Joe Amil Salino, we agreed that for this week, we will be on WFH arrangement.

Coordination with the Manila Bay Coordinating Office is being done for the temporary use of the Mandamus Agencies Office by the Skeleton Workforce. Also, ff there is a vacant/vacated office at the Central Office, may we be allowed to use it for our Skeleton Workforce and officials/officers. Our teams will be dispatched starting today to scout for temporary work space that could accommodate the Officials/officers and Skeleton Workforce or a maximum of 25-30 persons in Manila or Quezon City and a bigger work space that could accommodate 400/staff including EMB and MGB officials and employees.

Per coordination of ARD for Management Services Donna Gordove with then Financial and Management Service Director Lito Fontanilla, our request for transfer to another work space in Metro Manila was denied as accordingly, it was preferred that we rent a work space in Calapan City, Oriental Mindoro pursuant to the law (RA 108379) and its Implementing Rules and Regulations of stipulating that the regional center is at Calapan City. However, the housing project within five (5) hectares offered by the Local Government of Bongabong last year has not yet been constructed. Further, we understand that our request for fund for the construction of the Regional Office in Bongabong, Oriental Mindoro is yet for evaluation and approval for endorsement to the Department of Budget and Management. Meanwhile, we ardently request for additional funds for:

1. Rental fee for a temporary work space (100 to 150 square meters) for the Skeleton Workforce including officials/officers or 25-30 persons;
2. Rental fee for a work space that could accommodate 400 employees and staff of the DENR, EMB and MGB MIMAROPA.

We ardently request for your immediate attention to ensure our safety and address the anxiety brought about by the impending risks while continually providing unimpeded and excellent public service.



LORMELYN E. CLAUDIO, CESO IV

cc: **USEC. AUGUSTO D. DELA PEÑA**
Undersecretary for Organizational Transformation and Human Resources

ATTY. JONAS R. LEONES, CESO I
Undersecretary for Policy, Planning and International Affairs
and Supervising Undersecretary, Manila Bay

DIR. ROLANDO R. CASTRO
Director, Administrative Service

DIR. JACOB F. MEIMBAN
Executive Director, Manila Bay Coordinating Office