



**OFFICE MEMORANDUM ORDER**

No. NO 002 *prey*  
Series of 2023

**JUL 28 2023**

**SUBJECT : FLEXIBLE WORK ARRANGEMENTS POST DPWH-NCR BUILDING ASSESSMENT**

Pursuant to the ADVISORY dated 12 July 2023 issued by Mr. Alexander M. Linde, Officer-in-Charge and OIC, Administrative Division, Natural Resources Development Corporation (NRDC), and our request for reconsideration on the allowable skeleton workforce, the following work arrangements in the DENR-MIMAROPA Regional Office shall be observed:

1. The Regional Office shall continuously employ a Flexible Work Arrangement (FWA) following the distribution list attached as Annex "A". The FWA may be carried out in any of the Flexiplace enumerated under CSC Memorandum Circular No. 6, s. 2022 as follows:
  - a. Work from home (WFH) – is a work arrangement where the government officials or employees work at home or their residence;
  - b. Work from satellite office – is a work arrangement where the government officials or employees, instead of reporting to their office, report for work at their agency satellite office near their place of residence (e.g., central/other regional office/field office); and
  - c. Work from another fixed place – is a work arrangement where the government officials and employees render service within the Philippines, at a place conducive for productive work and efficient performance of official duties and responsibilities, other than their home or residence and satellite office (e.g., specific Starbucks branch, etc.).
2. Each Office/Section must come up with a Weekly Work Plan for personnel under FWA for the ensuing week, duly approved by the Regional Executive Director. They shall likewise correspondingly submit an Accomplishment Report. The templates for the Weekly Work Plan and Accomplishment Report are attached as Annexes "B" and "B-1";
3. Officials and employees shall make use of the "Online Attendance Management System/DENR-EIS" to record attendance and daily accomplishments, which shall be attached to the monthly DTR;
4. To ensure timely action on all documents and instructions received by the office, the Assistant Regional Directors, all Division and Section Chiefs, Unit Heads and other personnel identified in Annex A, are precluded from availing the FWA.
5. The Heads of Offices must ensure that the number of personnel physically reporting to the office must not be less than the agreed number of onsite employees indicated in the distribution list. However, they may increase the number of onsite personnel when deemed necessary.

This Order shall take effect immediately. All orders and issuances not consistent herewith are deemed revoked or amended accordingly.

**FELIX S. MIRASOL, JR., CESO IV**  
OIC Regional Executive Director

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**MIMAROPA REGION**

**TOTAL NO. OF PERSONNEL:** 125

| OFFICE   | NO. OF PERSONNEL | REMARKS                            |  |
|--|------------------|------------------------------------|--|
| <b>OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR</b>                         | 5                | RED Felix Mirasol, Jr.             | Herlina Nim<br>Monica Gibe<br>Connie Sadsad<br>Anlene Kaye Frigillana  |
| Regional Strategic Communication Initiatives Group (RSCIG)               | 2                | Chief Madona Corado                | 1 staff  |
| National Greening Program Regional Coordinating Office                   | 4                | Regional Coordinator Jaime Ancheta | 2 Action Officer, 1 Receiving Staff  |
| <b>OFFICE OF THE ASSISTANT REGIONAL DIRECTOR FOR TECHNICAL SERVICES</b>  | 5                | ARD Maximo Landrito                | Marilyn Limpia<br>Michelle Lucas<br>Joyselle Ann Porte<br>Ralp Vincent Jarabe  |
| <b>OFFICE OF THE ASSISTANT REGIONAL DIRECTOR FOR MANAGEMENT SERVICES</b> | 3                | ARD Donna Mayor-Gordove            | Sweet Shaira Español<br>Maria Grace Toledo   |
| <b>Administrative Division</b>   | 2                | Chief Rosario Gulmatico            | Meljean Del Rosario  |
| <b>Records Unit</b>  | 5                | Chief Michelle Tuyan               | Abraham Villanueva<br>Jezeth Mae Fadero<br>Niña Rose Mercedes Soriano<br>Rosemarie Rodriguez   |
| <b>Human Resources and Development Section</b>                           | 2                | Chief Edna Tarrosa                 | 1 staff  |
| <b>General Services Section</b>  | 8                | Chief Jovel Lamigo                 | Raphael De Guzman<br>Romeo Ibarrientos<br>Rodrigo Navarro<br>Philip Edison Casuncad<br>Jessie Caritativo<br>Cristina Sabangan<br>Leizel Moreno |
| <b>Personnel Section</b>   | 4                | Chief Maria Cristina Rendorio      | Mark Joseph Melchor, 2 staff<br>(Blenda Hulleza<br>Laisa Bulanlagui<br>Noriel Maynigo<br>Donna Jane Pelaez<br>Angel Nica Capacio)              |
| <b>Cashier Section</b>   | 3                | Chief Maria Teresa Soriano         | Jacqueline Del Leon<br>1 staff (Jennelyn Tamayo<br>Joann Chuaquico<br>Michelle Ablan)  |
| <b>Procurement Section</b>   | 3                | Chief Cyndel Olaguera-Calayo       | Raquel Domiguez<br>1 staff   |
| <b>Finance Division</b>  | 3                | Chief Ruby Bautista                | Levy Gonzales<br>1 Processor   |
| <b>Budget Section</b>  | 2                | Chief Loreta Manzano               | 1 Staff  |
| <b>Accounting Section</b>  | 3                | Chief Nazar Norman Cortuna         | Ann Cloveries Gabayan<br>1 staff   |
| <b>Planning and Management Division</b>                                  | 2                | Chief Jonas Paolo Saludo           | Rittzien Gamba   |





|   |   |                              |  |
|---|---|------------------------------|--|
| Plans and Programs Section                                      | 3 | Chief Jeremy Melchor         | Jose Branco Calayo<br>1 staff                                    |
| Monitoring and Evaluation Section                               | 3 | Chief Winston De Guzman      | John Philip Merced<br>1 staff                                    |
| Regional ICT Unit   | 3 | Chief Jioliza Cabrera        | Milner Carandang<br>1 staff                                      |
| <b>Legal Division</b>   | 3 | Atty. Gandhi Flores          | 2 staff  |
| <b>Conservation and Development Division</b>                    | 2 | Chief Maria Melissa Endangan | Assistant Chief Julie Tanguilig<br>Josephine Asuncion            |
| Coastal Resources and Foreshore Management Section              | 2 | Chief Maria Cecilia Sawit    | 1 Receiving/Action Officer                                       |
| Production Forest Management Section                            | 3 | Chief Malco Lamigo           | 1 Receiving Staff<br>1 Action Officer                            |
| Protected Area Management and Biodiversity Conservation Section | 4 | Chief Michaela Rongavilla    | 1 Receiving<br>2 Action Officer                                  |
| <b>Licenses, Patents and Deeds Division</b>                     | 3 | Chief Anita Iringan          | Arvin Joseph Blanco,<br>(Winifreda Agosto,<br>Jocelyn San Pedro) |
| Water Resources Utilization Section                             | 2 | Chief Alfred Lopez           | (Christine Flores,<br>Monina Dolatre)                            |
| Patents and Deeds Section                                       | 2 | Chief Erma Dumalag           | 1 Action Officer   |
| Wildlife Resource and Permitting Section                        | 2 | Chief Carmen Ramina Tubal    | 1 Action Officer   |
| Forest Utilization Section                                      | 2 | Chief Maria Victoria Sario   | 1 Action Officer   |
| <b>Surveys and Mapping Division</b>                             | 3 | Chief Roman Legaspi          | 2 staff  |
| Land Records Section  | 4 | Chief Virginia Regodon       | 3 staff  |
| Survey and Control Section                                      | 4 | Chief Haydee Baggay          | 3 staff  |
| Original and Other Surveys Section                              | 5 | Chief Josie Salazar          | 4 staff  |
| Aggregate Survey & Correction Section                           | 4 | Chief Nerissa Mendoza        | 3 staff  |
| Land Evaluation Survey Section                                  | 4 | Chief Delfin Casticimo       | 3 staff  |
| LAMS  | 4 | Chief Jocelyn Sarile         | 3 Staff  |
| <b>Enforcement Division</b>                                     | 3 | Chief Lino Dimapilis         | Assistant Chief Margie Ochoa<br>1 Receiving                      |
| Compliance Monitoring and Investigation Section                 | 2 | Chief Bibiana Lyn Aguha      | 1 Action Officer   |
| Surveillance and Intelligence Section                           | 2 | Chief Michael Makimkim       | 1 Action Officer   |

## WEEKLY WORK PLAN FOR PERSONNEL UNDER FLEXIBLE WORK ARRANGEMENT

Section-Division \_\_\_\_\_

Period Covered \_\_\_\_\_

| PERSONNEL  | DAILY TARGET OUTPUTS  |  |  |  |  | SIGNATURE | REMARKS |
|--|---|--|--|--|--|-----------|---------|
|  | MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY   |           |         |
| 1) Name<br>Position/Designation<br>Contact Details | <ul style="list-style-type: none"> <li>Activities (include target and unit of measure if applicable)</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> |           |         |
| 2) Name<br>Position/Designation<br>Contact Details | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul>  | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> |           |         |
| 3) Name<br>Position/Designation<br>Contact Details | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul>  | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> | <ul style="list-style-type: none"> <li>Activities</li> <li>Location</li> </ul> |           |         |

Prepared by: \_\_\_\_\_

Recommending Approval \_\_\_\_\_

Approved by: \_\_\_\_\_

Section Chief

Division Chief

ARD Concerned

Regional Executive Director

**Notes:**

- a) The Division and Section Chiefs shall report daily except those with valid official Travel Order.
- b) This WORK PLAN for the Flexible Work Arrangement is for the succeeding week and should be approved by the RED Friday and/or Monday the latest. Any PLAN not submitted on time will no longer be acted, and concerned personnel may report physically to office and/or file appropriate leave of absence.





**ACCOMPLISHMENT REPORT**  
 Period Covered \_\_\_\_\_

DIVISION : \_\_\_\_\_

SECTION : \_\_\_\_\_

| NAME | MONDAY  | TUESDAY                            | WEDNESDAY                          | THURSDAY                           | FRIDAY                             | REMARKS | SIGNATURE |
|------|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---------|-----------|
| 1)   | <u>Activities:</u><br>Accomplished target and unit of measure<br><br><u>Remarks:</u><br>(Attachment photos if applicable) | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: |         |           |
| 2)   | <u>Activities:</u><br><br>Remarks:  | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: |         |           |
| 3)   | <u>Activities:</u><br><br>Remarks:  | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: | <u>Activities:</u><br><br>Remarks: |         |           |

Prepared by:

Attested by:

Noted by:

\_\_\_\_\_  
 Section Chief

\_\_\_\_\_  
 Division Chief

\_\_\_\_\_  
 ARD Concerned

NOTE: This ACCOMPLISHMENT REPORT will form part of the succeeding weekly FWA WORK PLAN