



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



MAY 07 2026

MEMORANDUM CIRCULAR

No. 2026 - 02

**SUBJECT : IMPLEMENTATION OF FLEXIBLE WORK
ARRANGEMENT IN THE DENR**

Pursuant to Memorandum Circular No. 114 issued by the Office of the President, directing the adoption of flexible work arrangements in government offices and in view of the conclusion of the pilot implementation of the Flexible Work Arrangement (FWA) under DENR Administrative Order No. 2025-34 on 27 March 2026, this Circular is hereby issued to institutionalize and guide the continued implementation of FWA within the Department.

SECTION 1. Basic Policy. It is the policy of the State to promote cost-effective and efficient government operations. In line with this, the DENR adopts flexible work arrangements as a strategic measure to enhance operational efficiency, ensure uninterrupted delivery of public services, and promote the health, safety, and productivity of its workforce, consistent with applicable laws, rules, and regulations.

SECTION 2. Objectives. This Circular aims to:

1. Institutionalize and provide guidelines for the continued implementation of FWA in the DENR;
2. Ensure continuous, efficient, and accessible delivery of public services; and
3. Align DENR work arrangements with Memorandum Circular No. 114 of the Office of the President.

SECTION 3. Scope and Coverage. This Circular shall apply to all DENR offices nationwide and shall cover all DENR employees and Contract of Service (COS) personnel.

SECTION 4. Definition of Terms. For purposes of this Circular, the following terms are defined as:

- 4.1. **Flexible Work Arrangement (FWA)** – refers to authorized work arrangements adopted by the Department designed to ensure continuity of operations and effective service delivery.



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- 4.2. **Compressed Workweek** – refers to a flexible work arrangement where the required forty (40) working hours per week are compressed into four (4) working days, with ten (10) working hours rendered per day, from Monday-Thursday.
- 4.3 **Compressed Work Day** – refers to one full work day to be construed as equivalent to:
- a. 1.25 days with respect to leave of absence (vacation, sick, and forced leave) and actual services rendered for salary payment of contract of service personnel;
 - b. One (1) day with respect to other forms of leave not indicated in Section 4.3.a; and
 - c. One (1) calendar day for purposes of compliance with prescribed deadlines, including the submission of reports, responses, communications, and similar documentary requirements. Provided, however, that legal documents, pleadings, position papers, comments, notices, and other official issuances subject to statutory, regulatory, or administrative deadlines shall be acted upon and submitted within the specific period prescribed under applicable laws, rules, regulations, or directives issued.
- 4.4 **Head of Office** – refers to the Secretary or his/her duly authorized representative, including but not limited to the Undersecretary, Assistant Secretary, Service Director, Project Director, Regional Executive Director (RED), Bureau Director, Regional Director, or the highest-ranking officer responsible for supervising personnel and operations.

SECTION 5. Implementation of the Compressed Workweek.

All DENR offices shall implement the Compressed Workweek, subject to the following guidelines:

- 5.1. **Adoption of Compressed Workweek.** All offices shall implement the Compressed Workweek, except for positions which, by the nature of their duties and responsibilities, require physical presence onsite for five days a week or on a 24/7 basis.

In line with Memorandum Circular No. 114, officials and employees on Compressed Workweek are strongly advised not to report to the office on Fridays. However, in cases of urgent necessity, reporting on Fridays may be allowed subject to approval of the Head of office.

- 5.2. **Continuity of Public Service.** All offices shall ensure uninterrupted delivery of services from 7:00 AM to 7:00 PM, including during lunch breaks, regardless of the work arrangement adopted.

Online services shall remain accessible to clients on Fridays.

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Offices assigned to deploy personnel at the Public Assistance and Complaints Desk (PACD) shall establish and maintain a virtual PACD operational on Fridays from 8:00 A.M. to 5:00 P.M.

A Communication Allowance in the amount of Three Hundred Pesos (PhP 300.00) per month shall be granted to one (1) designated PACD personnel in the DENR Central Office, Bureaus and Regional Offices.

Offices responsible for the DENR Action Center/Hotline 8888 and the Contact Center ng Bayan (CCB) shall designate at least one (1) personnel to attend to client concerns received through official communication channels.

Personnel assigned as PACD and CCB duty officers on Fridays shall be entitled to compensatory time off, subject to existing rules and regulations.

5.3. Wellness and Work Safeguards. To address potential fatigue associated with compressed work schedules:

- Personnel shall observe mandatory micro-breaks during extended work hours;
- Heads of Office shall monitor workload distribution and employee well-being;
- Appropriate wellness interventions may be implemented to support physical and mental health.

5.4. Digital Transactions and Systems. All offices are directed to maximize the use of online platforms, electronic signatures, and other information systems to ensure efficiency, transparency, and timeliness of transactions.

5.5. Attendance and Reporting Requirements. To ensure uniform implementation, the following rules shall govern attendance, timekeeping, and availment of benefits under the Compressed Workweek.

5.5.1. Work Hours

Officials and employees under the Compressed Workweek shall render ten (10) working hours per day, exclusive of a one (1) hour lunch break, from Monday to Thursday, within the prescribed operating hours of the office.

5.5.2. Timekeeping and Recording

All personnel shall record their daily attendance through the prescribed timekeeping system of the office, whether through biometric devices, digital time logs, or other authorized platforms. Heads of Office shall ensure proper monitoring and validation of

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attendance records, including those assigned to remote or Friday duty.

5.5.3. Tardiness and Undertime

Tardiness and undertime shall be deducted based on actual hours not rendered relative to the required ten (10) working hours per day, without prejudice to existing Civil Service rules on habitual tardiness and absenteeism.

5.5.4. Absences and Leave Availment

- a. One (1) day of leave of absence, except vacation leave, forced leave and sick leave, shall be equivalent to one (1) full working day under the Compressed Workweek.
- b. Existing rules on leave benefits under Civil Service laws and regulations shall apply.
- c. For vacation, sick, and forced leave, each day of leave availed shall be deducted as 1.25 days from the employee's leave credits to account for the compressed work schedule

5.5.5. Compensatory Time-Off (CTO)

- a. Personnel authorized to render services on Fridays or beyond the prescribed work schedule shall be entitled to compensatory time-off, subject to existing rules and prior approval of the Head of Office.
- b. Officials and employees required to work on a Friday shall submit corresponding authorization using the form attached as Annex "A"
- c. A minimum of accumulated five (5) hours of authorized services rendered beyond the prescribed work schedule shall be required for the availment of CTO.

5.5.6. Overtime Services

Overtime services shall be rendered only when duly authorized and shall be limited to Monday to Friday, not beyond 9:00 P.M., except, Technical/Support Staff and Drivers of the Assistant Secretaries, Undersecretaries, and the Secretary.

For personnel under the Compressed Workweek, services rendered on Fridays shall be treated in accordance with applicable rules on compensation or CTO for work performed on rest days.

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5.5.7. Official Business and Field Work

Time spent on official travel, field work, or authorized off-site activities shall be considered as hours worked, subject to submission of appropriate documentation and certification by the Head of Office.

5.5.8. Holiday

- a. When a regular holiday or special non-working day falls from Monday to Thursday, it shall be deemed as one compressed work day, as defined under Section 4.3.a.
- b. Officials and employees, including Contracts of Service (COS) and Job Order (JO) personnel, who are on official travel during a regular or special non-working holiday may claim allowable travel expenses in accordance with existing rules and regulations, and may avail of compensatory time-off (CTO), subject to the submission of approved Travel Order and Certificate of Appearance.

SECTION 6. Monitoring and Compliance

- 6.1. **Monitoring and Oversight.** Heads of Office shall be primarily responsible for ensuring compliance with this Circular, including proper implementation of flexible work arrangements, maintenance of service delivery standards, and adherence to attendance and performance requirements.

The Human Resource Development Service (HRDS), in coordination with relevant offices, shall provide technical guidance and conduct periodic assessments of FWA implementation.

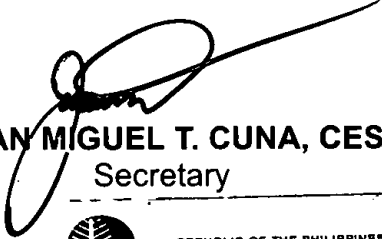
- 6.2. **Performance and Service Delivery Standards.** All offices shall establish internal performance monitoring mechanisms to ensure that productivity, turnaround time, and quality of public service are not adversely affected by the implementation of flexible work arrangements.

SECTION 7. Separability Clause. If any provision of this Circular is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

SECTION 8. Repealing Clause. All issuances, circulars, and directives inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

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SECTION 9. Effectivity. This Circular shall take effect immediately upon issuance and shall remain in force unless sooner revoked or modified by subsequent issuances from the Office of the President or other competent authorities.


ATTY. JUAN MIGUEL T. CUNA, CESO /
Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES



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DENR ONSITE WORK AUTHORIZATION FORM

Employee Name:	Position / Designation:
Office:	Date of Filing:
Details of Onsite Reporting	
Date of Onsite Reporting:	
Purpose of Onsite Reporting (brief):	
Note: <i>Submit this form at least four (4) days prior to the scheduled onsite day.</i>	
Accomplished by:	Approved by:
Signature over printed name	Signature over printed name of Head of Office (Indicate date of signing)

Compressed Workweek

FREQUENTLY ASKED QUESTIONS

(QUICK GUIDE)

WHAT IS THE NEW WORK ARRANGEMENT IN THE DENR?

The DENR is adopting a Compressed Workweek (CWW), where employees work four (4) days per week (Monday to Thursday) at ten (10) working hours per day, exclusive of a one (1) hour lunch break.

A sliding time schedule shall be observed within the prescribed operating hours of 7:00 AM to 7:00 PM.

Example:

An employee may:

- log in at 7:30 AM and log out at 6:30 PM
- log in at 8:00 AM and log out at 7:00 PM

Counting of Tardiness shall commence from 8:01 AM onwards.

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WHO IS COVERED BY THIS CIRCULAR?

All DENR personnel are covered, except those whose functions require daily onsite presence or continuous (24/7) operations, as determined by the Head of Office.

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WHAT ARE THE NEW WORKING HOURS?

- **Days:** Monday to Thursday.
- **Hours:** 10 working hours per day (excluding a 1-hour lunch break).
- **Fridays:** Generally a non-working day, unless required for official duties and duly authorized.

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WHAT ARE THE OFFICIAL SERVICE HOURS OF DENR OFFICES?

All offices must ensure continuous service from 7:00 AM to 7:00 PM (Monday to Thursday)

Services must remain available without interruption, including during lunch breaks.

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WILL THE COMPRESSED WORKWEEK AFFECT PUBLIC SERVICE?

No. All offices are required to ensure:

- Continuous service delivery
- No disruption or delay in processing
- Compliance with prescribed timelines and standards

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WILL SERVICES STILL BE AVAILABLE ON FRIDAYS?

Yes. While most personnel may not be physically present:

- Online services must remain accessible
- A virtual Public Assistance and Complaints Desk (PACD) must operate from 8:00 AM to 5:00 PM
- At least one designated personnel shall handle concerns through official communication channels (Action Center/Hotline 8888, and Contact Center ng Bayan)

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HOW IS A "COMPRESSED WORKDAY" TREATED FOR DEADLINES?

- One (1) compressed workday is considered one (1) calendar day for purposes of deadlines
- Legal and statutory deadlines shall continue to follow applicable laws, rules, and regulations

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Compressed Workweek

FREQUENTLY ASKED QUESTIONS

(QUICK GUIDE)

HOW IS ATTENDANCE RECORDED?

All personnel must log attendance using the prescribed timekeeping system of the office (e.g., biometrics, digital logs), including those assigned to remote work or Friday duty.

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HOW ARE TARDINESS AND UNDERTIME COMPUTED?

Tardiness and undertime shall be computed based on the actual number of hours not rendered out of the required ten (10) working hours per day.

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HOW IS LEAVE COMPUTED UNDER THE COMPRESSED WORKWEEK?

- **Vacation Leave (VL), Sick Leave (SL), and Forced Leave:**

1 day of leave = 1.25 days deducted from leave credits

- **Other types of leave (e.g., special leave):**

1 day of leave = 1 day deducted 10

ARE EMPLOYEES COMPENSATED IF REQUIRED TO WORK ON A FRIDAY?

Yes. Personnel required to work on a Friday may be granted Compensatory Time-Off (CTO), subject to prior authorization. CTO shall be based on authorized services rendered beyond the prescribed work schedule and submission of the prescribed Authorization Form (Annex "A"). 11

WHAT ARE THE REQUIREMENTS TO EARN CTO?

CTO may be earned based on authorized services rendered beyond the prescribed work schedule, subject to the following conditions:

- For compressed workdays (Monday to Thursday): at least two (2) hours of authorized work rendered but not beyond 9:00 PM
- For Friday work: A fixed eight (8) hours of authorized service shall be rendered. Any excess hours shall not be included in CTO accumulation.
- Prior approval by the Head of Office
- Submission of required authorization (e.g., Annex "A")

Hours earned shall be based on official attendance records (biometric logs and/or OLMS records), subject to validation and certification by the Head of Office. 12

HOW CAN CTO BE AVAILED OR USED?

A minimum of accumulated five (5) hours of authorized services rendered beyond the prescribed work schedule shall be required for the availment of CTO

The following shall be submitted:

- Duly accomplished Application for Availment of CTO Form downloadable from the DENR Website under Employees Downloadable Forms.
- Authorization Form (Annex "A")
- Daily Time Record (DTR) covering the period when the authorized services were rendered

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