

DRN: III-FO-HRMDD-PAS-A-COMM-25-07-55190-H**MEMORANDUM**

TO : ALL OFFICIALS AND PERSONNEL
DSWD Field Office III

FROM : THE REGIONAL DIRECTOR

**SUBJECT : ADOPTION OF WORK FROM HOME – FLEXIBLE WORK
ARRANGEMENT ON JULY 24, 2025**

DATE : 24 JULY 2025

In relation to Memorandum Circular (MC) No. 91, s. 2025 issued by the Office of the President on July 23, 2025 and pursuant to the Memorandum issued by the DSWD Central Office, please be informed that the DSWD Field Office III may adopt the Work From Home – Flexible Work Arrangement on today, July 24, 2025 due to the continuous heavy rainfall brought about by the Southwest Monsoon.

However, it must be emphasized that the adoption of the WFH-FWA depends on the requirements of the clients, mandates and functions of the DSWD Field Office III. Thus, those Offices/Divisions/Sections/Units that are doing frontline services or are involved in the delivery of basic, vital and health services, preparedness and response to disasters and calamities, such as Disaster Response Management Division and Crisis Intervention Section providing Assistance to Individuals in Crisis Situation shall ensure continuity of the operations and are required to report physically to the office on the said date.

To provide guidance during the implementation of WFH-FWA, the following shall be observed and adopted by concerned Offices/Divisions/Sections/Units:

1. Each Division/Section Chiefs, Provincial Team Leaders, Head Social Workers should discuss the deliverables and outputs of their respective personnel.
2. Those Offices/Divisions/Sections/ who shall adopt the WFH-FWA should submit Authority to Adopt FWA (Annex C.1 For Employees) and Annex C for COS/JO Workers) on or before July 25, 2025. E-signature approved authorities can be explored for expedient facilitation. Use Annex D.1 for Employees and Annex D for COS/JO Workers for the confirmation. Likewise, kindly refer to Annex A for Tasks that may be allowed to be accomplished outside office.
3. A duly accomplished Individual Daily Log and Accomplishment Report (Annex B) should be submitted using the herein template as proof of the services rendered and basis for payment of salary/cost of services. Said document should be attached to the Daily Time Record (DTR) for the month of July 2025, together with the approved Authority to Adopt WFH-FWA and will be submitted to the Personnel Administration Section (PAS) for processing.

4. The personnel who will be authorized to adopt the WFH-FWA should be available during the eight (8) regular working hours. In case of failure to respond to official concerns without justifiable reason, the equivalent number of hours or minutes shall be deducted from his/her available vacation leave credits, in the case of officials and employees, and to his/her cost of services, in the case of Contract of Service/Job Order Workers. The Head of the Offices/Divisions/Sections/ shall reflect this under the Remarks portion of the Individual Daily Log and Accomplishment Report of the concerned personnel for the proper computation of their attendance by the PAS.
5. Personnel who will adopt WFH-FWA shall not be entitled to compensatory overtime credits/overtime/additional cost of service pay.

For your information and guidance.

DIR. VENUS F. REBULDELA

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