



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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DECEMBER 2, 2013

MEMORANDUM CIRCULAR
NO. 2013- 138

TO : ALL DILG OFFICIALS AND EMPLOYEES

**SUBJECT : ALTERNATIVE WORK ARRANGEMENTS FOR GOVERNMENT
EMPLOYEES AFFECTED BY TYPHOON YOLANDA**

In recognition of the need of affected government personnel to have time for recovery and rehabilitation and of the need to resume the delivery of government services, CSC MC No. 23 dated November 18, 2013 provides for the adoption of the following alternative work arrangements to address the concerns of government personnel in relation to the performance of their functions, as provided in, as follows:

1. Government employees in the areas severely affected by typhoon Yolanda may be exempted from work, with pay, from the first working day following the onslaught of the typhoon until such time that the conditions in the area have normalized or as may be determined by the head of agency.

Hheads of government agencies in the affected areas shall take full responsibility for the grant of work exemption, including the period covered and verification of the employee's eligibility to be granted thereof.

For this purpose, concerned government personnel should make known to their agency heads that they would seek exemption from work.

2. In instances wherein operations may be immediately restored, albeit, partially, agency heads may require employees to work on rotation basis to help in restoring their agency's operations or to help in relief and rehabilitation efforts in the area.
3. In instances wherein it is impossible for employees to resume work in their designated stations (e.g. offices/work stations completely destroyed), employees may be temporarily assigned to work in the nearest regional/field office or attached agency or to other agencies in the area, upon coordination with concerned agencies, to help in the immediate restoration of public services for the people.
4. Heads of agencies shall take steps to properly record work arrangements adopted for their personnel.

For information and guidance of all concerned.


ATTY. RAFAEL ANTONIO M. SANTOS
Undersecretary