



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

DEPARTMENT CIRCULAR NO. 035

**TO : ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES  
ALL HEADS OF SERVICES, OFFICES AND PROGRAMS  
ALL REGIONAL PROSECUTORS  
ALL CONCERNED**

**SUBJECT : GUIDELINES FOR THE DURATION OF THE NATIONWIDE  
IMPLEMENTATION OF ALERT LEVEL SYSTEM FOR COVID-19  
RESPONSE**

**DATE : NOV 19 2021**

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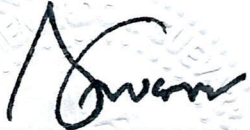
Pursuant to Resolution No. 149 dated 18 November 2021 of the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF-MEID), all offices of the Department of Justice in the National Capital Region shall be fully operational through an onsite workforce of **at least eighty percent (80%)** and the rest under a work-from-home arrangement. The following offices, however, shall operate onsite at one hundred percent (100%) capacity:

1. Office of the Secretary Proper;
2. Offices of the Undersecretaries and Assistant Secretaries;
3. Administrative Service;
4. Financial Service;
5. Planning and Management Service;
6. Information and Communications Technology Service;
7. Internal Audit Service;
8. Technical Staff; and
9. All personnel performing administrative/clerical tasks stationed at the Department Proper.

The heads of Regional Prosecution Offices shall adopt the onsite capacity prescribed by the IATF, depending on the alert level in place in their respective areas.

This Circular takes effect immediately and shall remain in force until 30 November 2021, subject to any such extension or amendment as may be declared or issued by the IATF-MEID or any other competent authority.

For strict compliance.

  
**MENARDO I. GUEVARRA**  
*Secretary*

Copy furnished:  
All concerned.

Department of Justice  
CN: O20211162

