



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 015

TO ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES
ALL HEADS OF SERVICES, OFFICES AND PROGRAMS
PROSECUTORS OF THE NATIONAL PROSECUTION SERVICE
ALL CONCERNED

SUBJECT : GUIDELINES FOR THE DURATION OF THE ENHANCED
COMMUNITY QUARANTINE IN THE NATIONAL CAPITAL
REGION FOR THE PERIOD 06-20 AUGUST 2021

DATE : 04 August 2021

In view of the approval by President Rodrigo R. Duterte of the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) to reclassify the level of community quarantine in the National Capital Region (NCR) to Enhanced Community Quarantine (ECQ) and pursuant to Memorandum Circular No. 87 dated 03 August 2021,¹ Department of Justice Offices and City Prosecution Offices in the NCR shall remain fully operational during the period 06-20 August 2021, through an on-site skeletal workforce of thirty percent (30%) and the remainder under a work-from-home arrangement.

I. Skeletal Workforce on Rotation Basis

All officials, directors, and heads of offices/units/programs are hereby directed to oversee and account for their respective personnel at all times.

The heads of offices/units/programs are further directed to submit to Director IV Liza B. De Leon, Administrative Service, the list of personnel who will physically report for work during the ECQ period on rotation basis.

II. Work-From-Home Arrangement

All officials, directors, and heads of offices/units/programs shall strictly observe the relevant rules and guidelines of the Civil Service Commission (CSC), particularly CSC Memorandum Circular No. 18, s. 2020,² on the implementation of work-from-home and/or other alternative work arrangements.

¹ Establishing the On-Site Capacity to be Observed by Government Agencies and Instrumentalities in the National Capital Region for the Period 06 to 20 August 2021.

² Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanism for Workers in the Government during the Period of State of Public Health Emergency Due to COVID-19 Pandemic.

Department personnel under work-from-home arrangements are directed to make themselves readily available during regular work hours for any urgent work that may need their on-site presence.

III. Inquest Proceedings

Prosecutors and their support staff shall continue to conduct inquest proceedings online and/or in person, and attend to urgent matters that require immediate action, as may be determined by the heads of the prosecution offices concerned. Accordingly, all prosecution offices are directed to ensure the availability at all times of inquest prosecutors who shall be on-call for the duration of the ECQ. The conduct of inquest proceedings shall proceed in accordance with the Rules of Court and existing rules and regulations of the Department.

This Circular shall take effect immediately and shall remain in force for the duration of the ECQ, 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

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Copy furnished:

All concerned.

