



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

**028**

DEPARTMENT CIRCULAR NO. \_\_\_\_\_

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

**SUBJECT : MODIFICATION ON THE GUIDELINES TO BE OBSERVED DURING  
THE IMPLEMENTATION OF THE ALERT SYSTEM FOR COVID-19  
RESPONSE IN THE NATIONAL CAPITAL REGION (16-31  
OCTOBER 2021)**

**DATE : OCT 15 2021.**

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In view of the de-escalation of the COVID-19 Alert Level System in the National Capital Region (NCR) to Alert Level 3 and pursuant to the *Guidelines on the Pilot Implementation of Alert Levels System for COVID-19 Response in the NCR* dated 07 October 2021, Department of Justice Offices and City Prosecution Offices in the NCR shall remain fully operational for 16-31 October 2021 through an onsite skeletal workforce of forty percent (40%) and the rest under 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 be unable to physically report for work due to the imposition of granular lockdowns in their respective residences.

**II. Frontline Services**

All officials, directors, and heads of offices/units/programs are hereby reminded that frontline services shall be fully operational regardless of the alert level. Accordingly, all heads of offices shall ensure the availability of personnel at the Frontline Service who will receive documents, mail, and other papers.

**III. 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),

