



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 003

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

**SUBJECT : INTERIM WORK ARRANGEMENTS FOR 10 JANUARY 2022 AND
ONWARDS**

DATE : JAN 07 2022

In view of the recent surge of COVID-19 cases in the National Capital Region (NCR), all offices in the Department Proper shall be operational through an onsite skeletal workforce of **thirty percent (30%)** and the rest under a work-from-home arrangement. The following offices, however, shall maintain a **sixty percent (60%)** onsite workforce, to wit:

1. Office of the Secretary Proper;
2. Offices of the Undersecretaries and Assistant Secretaries;
3. Office of the Secretary Appeals Management Office;
4. Administrative Service;
5. Financial Service;
6. Technical Staff; and
7. Frontline Services.

The heads of Regional/Provincial/City Prosecution Offices shall adopt the onsite capacity prescribed by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF-MEID), depending on the alert level in their respective areas.

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

For strict compliance.


MENARDO I. GUEVARRA
Secretary

Department of Justice
CN: O202201098



Copy furnished:
All concerned.