



MEMORANDUM CIRCULAR No. 96  
Series of 2025

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/ PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED

SUBJECT : WORK FROM HOME ARRANGEMENT ON THURSDAY, OCTOBER 30, 2025

The National Irrigation Administration Central Office and Field Offices are implementing a Work from Home (WFH) arrangement on Thursday, October, 30, 2025. This proactive measure is being taken to help ease the heavy traffic congestion anticipated across Metro Manila and regional areas as the public begins travel for the All Saints' Day and All Souls Day observances, simultaneously providing NIA officials and employees sufficient time for necessary preparations.

To ensure the continuity of critical operations, essential employees are required to report for work at their respective offices or stations as usual. Personnel required to report physically must log their attendance using the biometrics system.

For those under the WFH arrangement (which also covers COS and JO), personnel are expected to remain on-call and fully accessible online via phone throughout regular office hours. Immediate superiors will provide specific WFH assignments to their staff, ensuring the timely and quality submission of outputs and maintaining maximum productivity. All personnel on WFH are required to record their attendance in the Human Resource Management Information System (HRMIS). To ensure proper documentation and accountability, each office must submit the list of personnel under the WFH arrangement to their Human Resources Division/Administrative and Finance Division.

**ENGR. EDUARDO EDDIE G. GUILLEN**

For and in behalf of the Administrator

**ENGR. ROBERT C. SUGUITAN**

Officer-In-Charge, Office of the Administrator

04 NOV 2025



# ADVISORY

October 29, 2025

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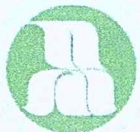
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**ENGR. ROBERT C. SUGUITAN**

Officer-In-Charge  
Office of the Administrator

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BAGONG PILIPINAS