

**MEMORANDUM CIRCULAR No. 114**  
*Series of 2025*

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

**SUBJECT :** ADOPTION OF FLEXIPLACE WORK ARRANGEMENT (FWA) ON 22, 23, 26, 29 DECEMBER 2025 and 02 JANUARY 2026

In view of the upcoming Holidays and New Year's Eve celebration, the Flexiplace Work Arrangement (FWA) will be implemented on **22, 23, 26, 29 December 2025** and **02 January 2026**. This initiative aims to help ease holiday traffic congestion and provide employees sufficient time to prepare for or travel to and from their hometowns. This Circular applies to **all NIA officials and employees**, regardless of appointment status, including Permanent, Coterminous, Casual, Contractual, Contract of Service (COS), and Job Order personnel.

However, this directive does not cover personnel rendering essential services, such as security and peace and order maintenance, flood forecasting, and those tasked to submit urgent requirements to oversight/line agencies, subject to the approval of their respective Department/Regional / Project Managers.

All Central / Regional / Project Offices shall submit a comprehensive skeletal workforce list to the Human Resources Division, Administrative Department, and Administrative and Finance Division, respectively, on or before 17 December 2025, Wednesday. This is to ensure proper encoding of work arrangements in the Personnel Attendance Management Information System (PAMIS) or notation in the daily time record.

For field offices where the Human Resources Management Information System (HRMIS) is not yet fully implemented, attendance monitoring shall continue to be undertaken in accordance with their existing procedures. Offices with HRMIS access, such as the Central Office, are hereby reminded that the use of the system is mandatory for all employees under FWA. This includes the recording of attendance for morning check-in, lunch break check-out and check-in, and afternoon check-out. Meanwhile, employees forming part of the skeletal workforce are required to record their attendance through the biometrics system.

To accommodate remote workers and stakeholders that might experience transportation challenges, onsite activities may be shifted to hybrid or fully virtual formats. Moreover, the flag-raising ceremony on 22 December 2025 will likewise be conducted online to ensure participation.

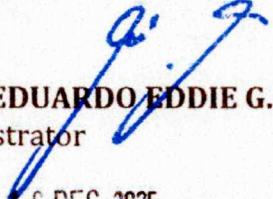


Remote workers are required to submit their FWA Accomplishment Targets to their immediate supervisors before the FWA dates, and their FWA Accomplishment Reports upon resuming onsite work. Those on approved leave are exempt from this requirement.

Lastly, officials and employees availing of the FWA are no longer required to accomplish the Request for FWA Form.

This issuance is compliant with NIA MC No. 63, series of 2022 and NIA MC No. 05, series of 2023.

Be guided accordingly

  
**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator

Date: 16 DEC 2025