



**MEMORANDUM CIRCULAR NO. 33**  
*Series of 2026*

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

**SUBJECT: WORK-FROM-HOME ARRANGEMENT ON APRIL 1, 2026**

In observance of the Lenten Season and to provide personnel with the necessary flexibility for spiritual reflection and travel preparations, the Management hereby authorizes a Work-From-Home (WFH) arrangement for Wednesday, April 1, 2026. This setup is intended to support our employees in balancing their personal and religious obligations during this significant period while mitigating the logistical challenges of the holiday commute.

In line with this arrangement, all personnel are expected to remain on-call and fully accessible via phone and online communication channels throughout the regular office hours. This ensures that the agency can respond to any urgent or unforeseen matters that may arise during the day. All staff must remain reachable to facilitate coordination as needed.

Adherence to standard attendance protocols remains mandatory, and all personnel are required to record their attendance in the HRMIS. Please be advised that those who fail to log in or out in the system during the WFH period will be considered absent or undertime. This measure ensures the proper documentation of personnel movement in accordance with existing administrative policies.

For your guidance and strict compliance.

**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator  
25 MAR 2026

