



MEMORANDUM CIRCULAR NO. 34
Series of 2026

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

SUBJECT: ADDITIONAL INSTRUCTIONS ON THE IMPLEMENTATION OF THE TEMPORARY COMPRESSED FOUR-DAY WORKWEEK PURSUANT TO NIA MEMORANDUM CIRCULAR NOS. 28 AND 29, BOTH SERIES OF 2026, AND IN FURTHERANCE OF MEMORANDUM CIRCULAR NO. 114, SERIES OF 2026

I. RATIONALE

In view of the worsening global uncertainty arising from the escalating Middle East tensions and the probable rapid depletion of the Agency's Maintenance and Other Operating Expenses (MOOE) due to sustained high energy and fuel costs, this additional measure is being issued to further intensify energy-saving efforts and preserve limited financial resources.

In line with the continued implementation of NIA Memorandum Circular Nos. 28 and 29, both series of 2026, which provide the temporary comprehensive guidelines and supplementary clarifications on the adoption of a compressed four-day workweek for energy conservation, and to further enhance operational flexibility, reduce on-site energy consumption, and support employee well-being while ensuring uninterrupted delivery of essential irrigation services, the National Irrigation Administration hereby issues additional instructions designating Mondays as Work-from-Home (WFH) day for personnel covered by the compressed arrangement.

This measure aims to maximize energy savings on the first working day of the week, promote digital efficiency in administrative and coordination tasks, and maintain institutional traditions through structured remote participation in flag ceremonies.

Specifically designating Mondays as WFH offers multiple benefits that support employee well-being and productivity as follows:

1. Eliminates commuter stress - avoiding the busiest travel day of the week reduces anxiety and saves on commuting costs like fuel and transit fees.
2. Boosts productivity and focus - a Monday at home allows for better focus to plan and execute tasks without the social interruptions typical of in-office Mondays.



3. **Eases into the week** - without the rush to reach the office, employees can ease into their workload, potentially decreasing the physiological shock of resetting work sleep patterns and mitigating Monday blues.
4. **Reduced disruptions** - office environments can be distracting; working from home offers a quieter space to get a head start on weekly tasks.
5. **Flexibility and autonomy** - it provides greater control over the working environment, including lighting, temperature, and schedule flexibility.
6. **Reduced environmental impact** - lowering the number of vehicles on the road on Mondays significantly reduces carbon emissions.

These advantages complement the core objectives of energy conservation and operational efficiency by fostering a more balanced, focused, and sustainable work arrangement for NIA personnel.

II. ADDITIONAL INSTRUCTIONS

1. Designation of Mondays under WFH Arrangement

Effective 6 April 2026, Mondays shall be under WFH arrangement for all personnel whether or not covered by the temporary compressed four-day workweek, with Tuesday to Thursday/Friday remaining as onsite workdays. Moreover, this arrangement shall apply to every Monday, regardless of whether a predetermined national or local holiday falls within the week.

2. Attendance Recording on WFH Mondays

All personnel on during Mondays are required to record their attendance by logging in/out using the Human Resource Management Information System (HRMIS) or any other system in place for time keeping. Failure to properly log in or log out in the system during the WFH Monday shall be considered as absence or undertime, as the case may be, and shall be subject to appropriate deductions from salary for the JO/COS or from the leave balance of regular and casual, consistent with existing Civil Service Commission rules and NIA policies.

3. Work Hours on WFH Mondays

WFH Mondays shall maintain the same eight-hour/ten-hour duration, with flexible start times between 7:00 AM and 9:00 AM and end times between 6:00 PM and 8:00 PM, inclusive of a one-hour lunch break and two (2) fifteen (15) minute break in the morning and in the afternoon. Personnel must ensure that the eight/ten hours of service are rendered remotely, as strictly monitored by their superiors/managers.

4. Participation in Flag Raising and Lowering Ceremonies

On WFH Mondays all personnel are required to participate in the flag raising ceremony via online platforms, such as Google Meet or other approved video-conferencing tools, as scheduled. For the Central Office, the flag raising ceremony shall still remain to be conducted every Monday morning at 7:45 AM.

As proof of attendance, the respective offices shall take screenshots of their personnel who attended the online flag raising ceremony and submit them to the Administrative Department for Central Office or the Administrative and Finance Division for field offices, not later than the end of the WFH Monday.

The flag lowering ceremony of each office shall be conducted every Thursday between 4:00 PM and 5:00 PM as a face-to-face activity. All personnel who are present in the office shall participate onsite.

5. Monthly Submission of Commitment and Accomplishment

To ensure accountability, transparency, and alignment of remote work with agency priorities, all personnel below Division Manager level are required to submit commitment of tasks planned for the WFH Monday and the corresponding accomplishment of tasks actually completed.

The commitment shall be submitted 2 to 4 days before the start of each month to the Administrative Department Manager (Central Office) or the Administrative and Finance Division Manager (field offices), covering the planned tasks for every WFH Monday within that month. This allows supervisors adequate time to review and approve the planned activities in advance. Non-submission shall render the whole unit/office absent for the given month.

The accomplishment report, which shall indicate the actual tasks completed for each WFH Monday against the previously approved commitment, shall be submitted every 5th day of the succeeding month to the same approving authority. Non-submission shall render the whole unit/office absent for the given month.

The reports should clearly state the planned tasks (for commitment) and the completed tasks with corresponding outputs or deliverables (for accomplishment). Supervisors are encouraged to provide feedback or adjustments on the commitment as necessary to align with office priorities.

Signatories for commitment and accomplishment forms

A) For personnel at Section Chief level:

Submitted by: Section Chief

Validated by: Division Manager

Approved by: Department/Regional/Project Manager

B) For personnel below Section Chief level:

Submitted by: Personnel

Validated by: Section Chief (or immediate supervisor)

Approved by: Division Manager

Noted by: Department/Regional/Project Manager

A monitoring mechanism shall be devised by each validating officer to ensure timely submission, review, and follow-up.

6. On-Call and Accessibility Requirement

All personnel are expected to remain on-call and fully accessible throughout regular office hours within the flexible 7:00 AM to 8:00 PM window via online platforms such as messenger, viber, email, or other approved tools, as well as mobile phone, for coordination, consultations, or urgent matters. This ensures continuity of administrative support, stakeholder communication, and responsiveness even on WFH Mondays.

7. Coverage of Essential

All personnel regardless of position shall observe the Monday WFH arrangement. This inclusion supports the overall energy conservation objective by minimizing on-site presence while allowing these personnel to contribute significantly even while working from home. Their respective supervisors shall assign and monitor tasks that are germane to regular functions and can be performed, ensuring no disruption to essential support services.

Drivers while on Monday WFH arrangement may still be required to report onsite or perform duties when such tasks are "necessary", such as, but not limited to, urgent irrigation operations, emergency response, or critical material transport. The driver shall still log attendance in the HRMIS for the hours rendered, whether onsite or in transit. This flexibility ensures that essential mobility remains available while aligning with the overall energy conservation objective of minimizing routine office presence on Mondays.

8. Monthly Report on Savings

To effectively monitor and evaluate the impact of the Monday WFH arrangement on energy conservation and cost reduction, the Central Office and field offices shall submit a monthly report on savings to the Administrator, through the Deputy Administrator for Administrative and Finance.

The report shall use January 2026 as the baseline and shall be submitted not later than the 10th day of the succeeding month.

III. EFFECTIVITY

This Circular takes effect starting 6 April 2026 and shall form an integral part of the implementing guidelines under MC Nos. 28 and 29, Series of 2026. All previous issuances inconsistent herewith are deemed modified accordingly.

For information, guidance, and strict compliance.


ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

25 MAR 2026