



**MEMORANDUM CIRCULAR NO. 40**  
Series of 2026

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

**SUBJECT: AMENDMENT TO THE GUIDELINES ON THE TEMPORARY COMPRESSED FOUR-DAY WORKWEEK AND LIFTING OF THE MONDAY WORK-FROM-HOME ARRANGEMENT PURSUANT TO MEMORANDUM CIRCULAR NOS. 28, 29, AND 34, SERIES OF 2026**

Pursuant to the approval of the Special Allotment Release Order (SARO) for the National Irrigation Administration, the Agency is now required to fast-track the implementation of its programs and projects in order to catch up with targeted physical and financial accomplishments and to ensure the uninterrupted delivery of essential irrigation services critical to agricultural productivity and national food security.

In view of this urgent operational necessity, the provisions of NIA Memorandum Circular (MC) No. 28, s. 2026 (Item III.1) and NIA MC No. 29, s. 2026 (Item II.1) are hereby amended to include additional categories that are excepted/not covered by the temporary compressed four-day workweek and Monday Work-from-Home arrangement. The following shall remain under a regular five-day onsite work schedule:

- Security guards and facility protection staff;
- Maintenance personnel for buildings, irrigation systems, dams, canals, and related infrastructure;
- Staff involved in emergency preparedness, flood response, water distribution monitoring, and rapid repair activities;
- Personnel directly assigned to construction activities;
- **Units/offices responsible for the processing of SARO; and**
- **Units/offices responsible for project implementation.**

**Further, Department/Regional/Project Managers and Division Managers are required to report to the office during the designated non-working days of the compressed workweek as the need arises, to ensure operational responsiveness and the continuous fulfillment of Agency mandates.**

Pursuant to Office of the President MC No. 114, Series of 2026, strict observance of energy conservation measures on the use of air-conditioning and lighting shall continue. Restrictions on the conduct of trainings, team-building activities, seminars, workshops, and similar events, except for continuing professional development and work competency enhancement, shall also remain in effect. Virtual attendance to such activities is strongly advised.



The Work-from-Home (WFH) Monday arrangement as previously designated under NIA MC No. 34, s. 2026 is hereby lifted. All personnel shall resume onsite reporting on Mondays. Please be advised that the temporary compressed four-day workweek schedule shall still subsist and continue to be observed by all covered personnel until OP MC No. 114 and Executive Order No. 110, both series of 2026 are lifted.

This MC shall take effect on April 27, 2026 (Monday). All previous issuances or portions thereof inconsistent with this Circular are deemed revoked, modified, or superseded accordingly.

For strict and immediate compliance.

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

Date: 29 APR 2026