

**DENR Memorandum Circular
No. 02
January 30, 1995**

**SUBJECT : Prescribing New Work Schedules to Certain DENR
Offices to Ensure Prompt and Efficient Delivery of
Services to the Public.**

1. Background

Pursuant to Memorandum Circular No. 60 (1993) of the Office of the President, establishing a system to ensure smooth flow of transaction in government, Memorandum Circular No. 111 (1995) was effected. It directs government agencies engaged in the delivery of critical frontline services and public transactions to operationalize a six day work week from Monday to Saturday, 7:00 A.M. to 7:00 P.M., continuously without break.

2. Rationale

The underlying policy of this directive is to see to it that from 7:00 A.M. to 7:00 P.M., Monday to Saturday, the public may continuously be provided service. For DENR, this means anyone can go to us at 7:00 P.M. on Saturday and still be able to file his application for a permit, a license or a certificate, or submit necessary requirements.

3. Offices Required

Starting February 1, 1995, the specific division/section/unit of the following Offices, which are involved in rendering frontline services to the public, are hereby directed to ensure delivery of frontline service from 7:00 A.M. to 7:00 P.M., Monday to Saturday without any break:

3.1 For the Central Office

Office of the Secretary which include Office of the Head Executive Assistant and the Undersecretaries, and Assistant Secretaries, General Services Division, Records Division, and Radio and Telecommunications Section.

3.2 Division/Units of All Staff Bureaus (EMB, FMB, PAWB, ERDB, LMB and MGB) and National Mapping Resource Information Authority which have been previously identified by the Presidential

Management Staff (PMS) as involved in the issuance of various permits, clearances and certificates. The Laguna Lake Development Authority (LLDA) and the Natural Resources Development Corporation (NRDC) shall also determine their respective divisions, sections, units covered by these guidelines.

- 3.3 Divisions/Units of all Regional Offices, including that of the PENROs and CENROs which are also involved in the issuance of permits, clearance and certification.
- 3.4 The Secretariat of the Pollution Adjudication Board, which is involved in dispute settlement as a Quasi-Judicial Agency.

4. Deployment of Personnel

4.1 Daily

From 7:00 A.M.-	4:00 P.M.; or
8:00 A.M. -	5:00 P.M.; or
9:00 A.M. -	6:00 P.M.; or
10:00 A.M. -	7:00 P.M.

4.2 Weekly

Deployment shall be from Monday to Friday; Tuesday to Saturday; or any shifting arrangements acceptable to both the Head Office and the employees concerned.

4.3 Deployment of Official next in rank.

The Head of Office must ensure the presence of a senior official, or an official next in rank six days a week, or from Monday to Saturday.

4.4 Manpower Complement

Whenever necessary, the Bureau/Regional Director and Heads of Specific Offices are hereby empowered to secure services of other personnel to augment the Personnel of the Office required to render these specific workload.

Provided that it shall be the responsibility of the said head of offices to appraise the personnel to be deployed on the function of the office required to deliver frontline services.