



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

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GENERAL SERVICES SECTION

MEMORANDUM CIRCULAR NO. 2021- 2301

To : **All LTO Officials and Employees**
Central Office, NCR West and East

Date : 15 December 2021

Subject : **AMENDMENT TO MEMORANDUM CIRCULAR NO. 2289 (RE: GUIDELINES ON THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENT DURING ALERT LEVEL 2**

WHEREAS, on 05 November 2021, this office issued Memorandum Circular No. 2289, Re: GUIDELINES ON THE ADOPTION OF ALTERNATIVE WORK ARRANGEMENT DURING ALERT LEVEL 2;

WHEREAS, the said Memorandum Circular stated the guidelines on work arrangements of all officials and employees in the Central Office and the NCR West and East Offices;

WHEREAS, on 14 December 2021, the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF) issued the Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response;

WHEREAS, on page 1 of the above Memorandum Circular the on-site workforce was stated as follows:

1. *Each office (frontline and non-frontline services) shall at all times be manned by a skeleton workforce with shifting of assignments and shall comprise of at least fifty percent (50%) with the remainder being under work-from-home arrangements as scheduled by the Chief of Office/Division, unless their services are indispensable under the circumstances.*

WHEREAS, in compliance with the new IATF Guidelines, the on-site workforce now read as:

Each office (frontline and non-frontline services) shall at all times be manned by a skeleton workforce with shifting of assignments and shall comprise of at least eighty


percent (80%) with the remainder being under work-from-home arrangements as scheduled by the Chief of Office/Division, unless their services are indispensable under the circumstances.

This memorandum circular shall remain in force until such time that new guidelines concerning work arrangement have been issued by this office in accordance to the policies set forth by the IATF and the Civil Service Commission (CSC).

All previous issuances inconsistent herewith are deemed repealed, revoked and/or superseded accordingly.

This memorandum shall take effect immediately.

For guidance and strict compliance.


EDGAR C. GALVANTE
Assistant Secretary



hrds:mamb:ejae

CERTIFIED TRUE COPY
(NOT VALID W/ ERASURES OR ALTERATION)
Rowena C. Aguilan 12-24-21
ROWENA C. AGUILA
ADMINISTRATIVE AIDE VI
GEN. SERVICES SECTION
LTO