



Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

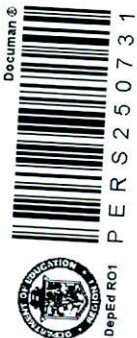
No. 306 s. 2025

**ADOPTION OF FLEXIBLE WORK ARRANGEMENT IN DEPED REGIONAL
OFFICE I DUE TO TYPHOON NANDO**

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units/Sections
All Concerned Personnel

1. In view of the continuous rainfall brought about by Typhoon Nando, and in line with efforts to ensure the safety and well-being of all employees while maintaining the continuity of essential services, this Office hereby adopts a **Work From Home (WFH) Arrangement** and **Skeleton Workforce** setup on **Tuesday, September 23, 2025**.
2. All personnel, regardless of employment status, are advised to adopt a Work From Home arrangement. Frontline services personnel, particularly those from the Records Section, General Services Unit, and Disaster Risk Reduction and Management (DRRM), are directed to ensure that a skeleton workforce is present to maintain essential operations in the office.
3. Chiefs of Divisions and Heads of Sections/Units are instructed to monitor the performance and output of their respective personnel under the flexible work arrangement.
4. All personnel under the "Work-From-Home" modality are required to prepare their Individual Daily Log and Accomplishment Report (IDLAR) as an attachment to their Daily Time Record.
5. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
fa Director IV



ADMIN/gnn/lgm/WorkArrangement
September 22, 2025



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