



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



MEMORANDUM

TO : ALL CONCERNED EMPLOYEES
FROM : THE PRESIENT
SUBJECT : WORK ARRANGEMENTS PURSUANT TO
MALACAÑANG MEMORANDUM CIRCULAR
REFERENCE NO. : HRSB-2021-039
D A T E : March 19, 2021

Relative to the recently issued Malacañang Memorandum Circular No. 85 dated March 19, 2021, please be guided of the following:



1. SHFC Offices shall maintain a minimum of 30% up to a maximum of 50% number of employees/workforce who are permitted or required to physically report to office from **March 22 to April 4, 2021.**
2. Working hours for employees who are to report to office will be from 8:00am-4:00pm.
3. *“Employees under work-from-home arrangement shall make themselves available during the work hours that they are at home”, and are expected to respond to calls, emails, or text messages during work hours (Section 3.1 (e), of CSC MC No. 18, s. 2020).*

Also, please be informed that the submission of the Accomplishment Reports (ARs) will now be as follows:

- a) For the month covering the period 1-15, submission will be on or before the 20th of the month
- b) For the month covering the period 16-30, submission will be on or before the 5th of the following month

All ARs must be duly signed and sent to shfc_hrsb18@yahoo.com

For your guidance and compliance


ATTY. ARNOLFO RICARDO B. CABLING
President 
Date: March 21, 2021