

**MEMORANDUM**

**FOR : FEDERICO A. LAXA**  
President & CEO

**FROM : MS. JESSICA B. CARASO**  
OIC – Vice President  
Human Resources and Administrative Group

**SUBJECT : RECOMMENDATION TO ADOPT WORK-FROM-HOME**  
**ARRANGEMENT DUE TO TRANSPORTATION STRIKE**

**REFERENCE : HRDD-2023-021**

**DATE : 02 MARCH 2023**

In light of the anticipated nationwide transportation strike from March 6 to 10, 2023, we are recommending the work-from-home (WFH) arrangement for employees who use public transportation in coming to the office.

To ensure that all units are fully operational during this period, Department/Group Heads shall determine the staffing requirements of their respective units. Likewise, concerned personnel who will do WFH must ensure their availability and reachability during official work hours.


HRAG shall provide shuttle services, however due to limited available vehicles, priority shall be given to commuting employees who will be required to physically report to office.

For your consideration and approval.



**JESSICA B. CARASO**  
OIC- Vice President

Approved by:



**FEDERICO A. LAXA**  
President & CEO  
Date: March 3, 2022