



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU

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MGB WORK FROM HOME PROTOCOL

1. *MGB official website shall be the MGB official communication hub for notices, advisories and general instructions to the public during the said period.*
2. *A window in the MGB website shall be provided as such and can be viewed therefrom as, "MGB ADVISORIES DURING THE MARCH 20-APRIL 14 PERIOD UNDER COVID-19 THREAT SITUATION".*
3. *All requests for posting of advisories, notices and general instructions shall be forwarded to the Head Executive Assistant to be forwarded to the MGB Assistant Director and to MGB Director for website posting approval.*
4. *All matters concerning public which need immediate action shall be forwarded to the Head Executive Assistant to be forwarded to the MGB Assistant Director and to MGB Director for the necessary instruction/s to the MGB Regional Director, MGB Division Chief and other MGB personnel concerned.*
5. *Official website posting and instructions shall be at all times coursed thru the Head Executive Assistant or other designated MGB Official as may be authorized by the MGB Director.*



ATTY. WILFREDO G. MONCANO
Acting Director