



**National Transmission Corporation**

TRANSCORECORDS  
DECO 120211047

RECEIVED BY Amy

November 26, 2021

**CIRCULAR NO. 2021 - 0011**

**SUBJECT: AMENDMENT OF SEC. 4.2 OF CIRCULAR NO. 2021-0010  
(TRANSCO'S TRANSITION PLAN ON OPERATIONAL CAPACITY,  
WORK ARRANGEMENTS AND OTHER SAFETY PROTOCOLS DURING  
THE COVID-19 PANDEMIC)**

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This Circular is issued to amend Sec. 4.2 of Circular No. 2021-0010 with respect to physical reporting to work of Cost Center Heads during Alert Levels 1 and 2, as follows:

"4.2 All Cost Center Heads (from Division Managers up, including those designated in Acting Capacity or as Officers-in-Charge) are required to physically report to work every working day, except for those on quarantine as directed by the TransCo Medical Team. However, Work-From-Home (WFH) arrangement may be adopted by Cost Center Heads during the workweek as necessary, subject to approval/clearance by the concerned Department Managers and/or Functional Group Head.

In accordance with Sec. 4.1 thereof, Cost Center Heads shall be subject to mandatory Antigen Testing on a two-week interval."

All other provisions of Circular No. 2021-0010 shall remain in effect.

  
**ATTY. MELVIN A. MATIBAG**  
President and CEO