

ADVISORY

Please be informed that **Department of Tourism (DOT) Central Office, Regional Office National Capital Region (NCR), and Regional Office IV-B** are implementing a "**Work from Home**" work arrangement **starting 16 March 2020 until further notice.**

For any immediate or urgent concern, you may email the following:

Concern	Office	Email Address
Administration and Finance	Office of the Undersecretary for Administration and Finance	rching@tourism.gov.ph
Budget and Accounting Concerns	Office of the Assistant Secretary for Administration and Finance	lgrivera@tourism.gov.ph
Biddings, Procurement/Purchasing, General Services, Maintenance, Motorpool/Vehicle, Cash Section, Property, and Supply Concerns	Office of the Director for Administrative Service and Procurement Management	admins@tourism.gov.ph
HR Concerns	Human Resource Division	dot.humanresourcedivision@gmail.com
Contract preparation and other legal concerns	Legal Affairs Service	legalservice.dot@gmail.com; loestevez@tourism.gov.ph
Work and Financial Plans (WFP) concerns (for internal stakeholders)	Planning Service	saymilagros@gmail.com; mysay@tourism.gov.ph

Concern	Office	Email Address
<p>For Product and Market Development Concerns</p> <p>(Overseas travel and trade fairs, business/selling missions, concerns on Cruises, English as Second Language courses/schools, Dive Resorts/Programs, Medical and Health Tourism)</p>	<p>Office of Product and Market Development</p>	<p>opmd@tourism.gov.ph cruise@tourism.gov.ph divephilippines@tourism.gov.ph</p>