



NOTICE

**Subject : Implementation of Four-Day Onsite Workweek
at the Securities and Exchange Commission**

Pursuant to Office of the President Memorandum Circular No. 114 dated 06 March 2026, and consistent with applicable civil service laws, rules and regulations, the Securities and Exchange Commission (SEC) will adopt a **Flexible Work Arrangement (FWA)**, as part of the government's efforts to conserve energy and reduce fuel use amid rising global oil prices.

Under this arrangement, the SEC Headquarters in Makati City and all SEC Extension Offices located across the country will operate on a **four-day on-site work arrangement** with the following schedule:

On-site Work : Monday to Thursday, 8 a.m. to 5 p.m.
Work-from-Home : Friday, 8 a.m. to 5 p.m.

The Commission assures the transacting public that its operations will remain unhampered.

All online systems for company registration, filing, payment and other transactions, as well as the **SEC Contact Center (1-4SEC)** and **SEC iMessage (imessage.sec.gov.ph)**, will remain fully functional.

For urgent concerns, the **Public Assistance and Complaints Desk** located on the ground floor of the SEC Headquarters in Makati City will likewise operate onsite the entire week, from Monday to Friday.

For the information and guidance of the public.

Issued on 11 March 2026.