

Republic of the Philippines)
) S.S.

AFFIDAVIT

I, <name of affiant>, <civil status>, of legal age, Filipino citizen and currently residing at <home/residential address> under oath depose and say:

(1) That I am a regular employee of the BIR as <position/rank> and presently assigned at the <place of assignment>;

<state the period of WFH (three months or less)>

(2) That I am applying for Work From Home (WFH) arrangement, for <state number of days of WFH per week> from to due to <please state reason of the request (reasons for WFH shall fall under situational or medical condition)>;

<state medical procedure>

(3) That I am <currently undergoing> as evidenced by the following documents:

1. Medical Certificate dated _____;
2. Medical Abstract dated _____;
3. Other medical records.

Or

That I am currently a member of a team/taskforce in charge of the <BIR Priority Project (please state the project name)> under Revenue Special Order No. _____ and my work functions in connection therewith are the following:

1. Preparation of Status Reports;
2. Preparation of Project Proposals;
3. Research;
4. Other relevant work functions.

(4) That I shall submit weekly accomplishment report to my Head of Office and failure on my part to perform my duties while working from home may be a ground for the disapproval of future WFH application.

(5) That I am executing this affidavit to establish the foregoing facts and in compliance with BIR requirements for work from home arrangement.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at _____, Philippines.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ at _____, Philippines, Affiant personally appeared and exhibited to me his _____ issued at _____.

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Series of 20 _____

