August 10, 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary Public School Principals
Unit Heads
All Concerned

SUBMISSION OF SKELETON WORKFORCE COMPOSITION OF SCHOOLS IN DEPED MARIKINA

Please be informed that the Department of Education-National Capital Region issued a Regional Memorandum dated August 5, 2020, in line with the IATF Omnibus Guidelines on Community Quarantine, DepEd Order No. 11, s. 2020 and the Memorandum DM-PHRODOFO-2020-00251 dated August 3, 2020 re: Reiteration of the Guidelines on Alternative Work Arrangements (AWA) for Areas Under Modified Enhanced Community Quarantine (MECQ).

Accordingly, all School Heads are enjoined to submit their respective skeleton workforce composition on or before August 11, 2020, to be submitted directly to the office of the undersigned.

Attached herewith is the full text of the said Regional Memorandum for information and guidance. Particular attention is invited to Items 2 to 5 thereof.

Immediate compliance to this memorandum is desired.

SHERRYL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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REGIONAL MEMORANDUM
No. NCR-___, s. 2020

TO: SCHOOLS DIVISION SUPERINTENDENTS
    HEADS, PUBLIC SCHOOLS

FROM: MALCOLM S. GARMA
       Director IV

SUBJECT: SUBMISSION OF SKELETON WORKFORCE COMPOSITION

DATE: August 5, 2020

1. Pursuant to the Omnibus Guidelines on the Implementation of Community Quarantine issued by the IATF, DepEd Order No. 11, s. 2020 and the Memorandum DM-PHRODFO-2020-00251 of Undersecretary Jesus L.R. Mateo dated August 3, 2020, reiterating the Guidelines on Alternative Work Arrangements for Areas Under Modified Enhanced Community Quarantine (MECQ), all Division Offices are hereby advised to submit to this Office the composition of their skeleton workforce in the SDO proper and in schools, within the duration of the MECQ.

2. Teaching Personnel who are part of the skeleton workforce in schools will only perform supervisory function in the preparation of learning modules and other activities in support for the operationalization of BE-Learning Continuity Plan, prior to the opening of classes in August 24, 2020.

3. In the absence of public transport during MECQ, these offices and schools must provide shuttle services to teaching or non-teaching personnel who will physically report to work.

4. All Heads of Offices and Schools must ensure that the workplaces are compliant with the health protocols and standards as stipulated in DepEd Order No. 11, s.2020 and that all necessary protective equipments are provided for, to all personnel who will form part of the skeleton workforces.
5. Pursuant to Administrative Order No. 29 dated March 23, 2020, all personnel who will render service as part of the skeleton workforce are entitled to Hazard Pay.

6. For information and compliance.

MALCOLM S. GARMA
Director IV