



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 4, 2021

**OFFICE MEMORANDUM**

No. **000234** s. 2021

To: OIC- Office of the Assistant Regional Director  
Regional Office Functional Division Chiefs  
Unit and Section Heads  
All Others Concerned

**PREVENTIVE AND MITIGATING MEASURES ON THE EMERGING COVID-19 CASES  
AT THE REGIONAL OFFICE**

1. As part of the preventive and mitigating measures to help curb the transmission of COVID-19 and to ensure the safety of all the employees, through the recommendation of the DepEd Regional Office VIII COVID-19 Task Force, the Office shall implement a 2-week skeleton workforce starting June 7, 2021 to June 18, 2021 consistent with the CSC Memorandum Circular Nos. 10 and 23 s. 2020 and DepEd Order No. 11 s. 2020. The Office shall resume original alternative work arrangement (Teams A and B) thereafter.
2. To ensure non-disruption of the regional office's daily operations, all Regional Office Functional Division Chiefs and Unit Heads are required to assign skeleton workforce who will report to Office 8:00 a.m. to 5:00 p.m. The chiefs and unit heads are further advised to make internal arrangements on assigning tasks to employees whose tasks cannot be performed at home. The list of the new groupings for 2 weeks to include the schedule of rotation in reporting physically to office must be submitted to the Office of the Regional Director for approval.
3. The chiefs and unit heads shall monitor the daily performance of their respective functional divisions and ensure submission of the Weekly Individual Accomplishment Report. However, in the instance that physical presence of the personnel is needed, one must report to the office to accomplish the assigned tasks. Please see Enclosure No. 2 to DepEd Order No. 011, s. 2020 for the unified template of the Office Skeleton Workforce Plan. Kindly submit to the Personnel Section the filled-out template thru their email: [personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph).
4. The conduct of face-to-face flag raising and lowering ceremonies is suspended until further notice. All travels are also suspended except involving onsite inspection of school buildings and other education resources or urgent travels as may be approved by the Office of the Regional Director. All meetings and other related activities shall be done virtually except




Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
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DEPARTMENT OF EDUCATION  
RECORDS SECTION REGIONAL OFFICE VIII

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By:  Date: 06/04/21

PROJECT LEAD

BAC and HRMPSB Meetings which require the physical attendance of at least majority of the members.

5. Virtual communication among employees is highly encouraged. The Office reiterates strict compliance to health protocols such as mandatory taking of temperature upon entering the office premises, wearing of face shields and face masks, proper handwashing, and physical distancing.

6. The Administrative Division through the General Services Section shall ensure regular disinfection and thorough cleaning of the Regional Office premises including those areas frequently visited and/or touched such as toilets, door knobs, handrails, etc. and shall prepare office signages for the entrance and exit of employees and clients. Use of UV light disinfection boxes starting from receipt of documents at the guard house from courier and walk-in clients to the different offices shall be maximized.

7. All other provisions in the previous issuances released by this Office relative to COVID-19 precautionary measures are still in effect and must be strictly followed.

8. Incidental expenses relative to the implementation of these measures are chargeable to the regional funds subject to availability and to the usual budgeting, accounting and auditing rules and regulations.

9. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

ORD-PAU-JFC



Enclosure No. 2 to DepEd Order No. 011, s. 2020

**OFFICE SKELETON WORKFORCE PLAN**

**To the Personnel Division/Section/Unit:**

In compliance with the DepEd Order No. 011, s. 2020, the **(DIVISION/OFFICE)** is hereby submitting the workweek plan for the period: **June 7-18, 2021.**

Name of Personnel/ Position	Pre-existing Health Condition and/or disease	Alternative Work Arrangement*, Time and Period					Target Deliverables for the Week	Signature
		Mon	Tue	Wed	Thu	Fri		
Ex. Juan del Mundo PDO III	None	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	1. Submit to Acctg. Division Pending TEVs 2. Receive incoming documents 3. Submit report on xxxxxx 4. Release documents to various offices	
Ex. Maria Juana dela Cruz	Pregnant	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	1. Draft Memo re: xxxxxx 2. Prepare draft policy on xxx 3. Review related policies and references for xxx	
Ex. Luzviminda Reyes	None	2-week Shift (Week 1) Skeleton WF 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM		

Submitted by:

Approved by:

(Name & Signature of Head of Functional Office)

(Name & Signature of Head of Office)

Date:

Date

Enclosure No. 3 to DepEd Order No. 011, s. 2020

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT**

Name of Personnel: Juan del Mundo

Division:

Bureau / Service:

Date/s Covered:

<b>Alternative Work Arrangement</b> <i>(*Indicate if 2-week shift)</i>	<b>Date and Actual Time logs</b>	<b>Actual Accomplishments</b>
Skeleton Workforce	5/16/2020 Time-in: 7:30AM Time out: 5:00 PM	Process Liquidation Report for Workshop AA Submit to Acctg. Division Pending TEVs Receive incoming documents
Work-from-Home	5/17/2020 Time-in: 7:00AM Time out: 6:00 PM	Facilitate meeting with Office AA via MS Teams Submit report on xxxxxx
Skeleton Workforce	5/18/2020 Time-in: 7:50AM Time out: 5:00 PM	Receive incoming documents
Work-from-Home	5/19/2020 Time-in: 7:30AM Time out: 7:00 PM	Draft Memo re: xxxxxx
Skeleton Workforce	5/20/2020 Time-in: 8:00AM Time out: 5:00 PM	Submit report on xxxxxx

Submitted by:

Approved by:

(Name & Signature of Personnel)

Date:

(Name & Signature of Head of Office)

Date: