



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BULACAN

Office of the Schools Division Superintendent

August 4, 2020

OFFICE MEMORANDUM

No. 006 s. 2020

**OFFICE WORK ARRANGEMENT UNDER MODIFIED ENHANCED
COMMUNITY QUARANTINE (MECQ)**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Supervisors/Public Schools District Supervisors
Unit Heads
All Other Personnel and Employees at the SDO

1. With the whole Province of Bulacan now placed under the Modified Enhanced Community Quarantine (MECQ), this office is highly discouraging physical reporting to duty by personnel and employees, prompting operation on a skeletal work force on August 4-18, 2020 mainly to render critical and essential services while the rest are on a work from home arrangement.
2. The work scheme is in compliance with pertinent guidelines set forth by DepEd consistent with IATF and DOH protocols appurtenant to declaration of national emergency due to COVID-19 pandemic.
3. DepEd Order No. 011, s. 2020 shall be adopted by this Office on stringent measures and work arrangements due to the Declaration of Modified Enhanced Community Quarantine from August 4-18, 2020 with minimal/skeletal work force to perform critical and essential services with the approval of the Schools Division Superintendent through the Human Resource Unit, once approved, shall likewise be issued IATF Pass so they could gain entry at road checkpoints on their way to the office.
4. Mass gathering in the office, if cannot be avoided, shall be limited to a maximum of five (5) persons, all observing strict compliance with IATF and DOH protocols, specifically on the use of PPEs and adherence to physical distancing requirements.
5. All concerned are enjoined to abide by the policies hereinstated in the interest of sustaining performance of basic office functions while giving prime consideration to ensuring health and safety of everyone in the process.
6. It is desired that this memorandum be given wide and immediate dissemination.


NICOLAS T. CAPULONG, PhD, CESO V
Director III

OIC, Office of the Regional Director and
Concurrent OIC, Office of the Schools Division Superintendent



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