



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

March 25, 2020

DIVISION MEMORANDUM
No. 154 s, 2020

**ENHANCED OF THE ALTERNATIVE WORK ARRANGEMENTS
DUE TO INTENSIFIED COMMUNITY QUARANTINE FOR THE
SAFETY MEASURES AGAINST COVID-19**

TO : ASDS, Chief CID & SGOD & EPS
: PSDSs, School Heads
: Non-Teaching Personnel
: All Other Concerns

1. For the information and guidance of all concerns, in view of the Executive Order No. 18 dated March 24, 2020 of the Office of the Governor of Bohol for imposing the implementation of an Intensified Community Quarantine and Calibrated Lockdown within the Province of Bohol, effective immediately until COVID 19 shall be revitalized.
2. The Schools Division Office of Bohol shall adopt the **SKELETAL WORK FORCE** effective March 25, 2020 with the following guidelines and/or procedures to continue the delivery of public service with due observance of maximum social distancing policy and other preventive health measures until the intensified quarantine shall be lifted.
3. The following guidelines and/or procedures shall be observed in implementing the office skeletal work force operations, to wit;
 - 3.1. Teachers are advised to refrain from visiting our Schools Division Office.
 - 3.2. All Section Heads are encouraged to be in the Office or on call from Monday to Friday to lead the office skeletal work force together with the identified number of personnel per section per day to the following Sections: Superintendent's Office -2 persons; Administrative- 2 persons; Personnel/HRM-5persons; Records-4 persons; Property & Supply-2 persons; Cashier-3 persons; Payroll services 4 persons; Procurement Office 2 person; SGOD 2 persons; and CID – 1; Accounting – 3; IAS-3 and Budget & Finance- 2.



3.3. The essential transactions shall be continued in daily operations such as but not limited to the following:

- a. Processing of Salaries and other benefits subject to availability of funds as well as availability of supporting documents to ensure that we can release the benefits to the teachers on time.
- b. Submission of **Form 7** for regular salary claims including school heads in the elementary under (Station 95 Insular) and division paid personnel – submit advance scanned copy thru email to the following: Elementary level duly approved by PSDS to irishfinalyn.ancog@deped.gov.ph and secondary level dully approved by the Principal/School Head to jasmin.coloscoc@deped.gov.ph.
- c. Processing of Leaves shall be submitted through email the scanned copy of documents duly accomplished and signed by the Applicants and the School Heads to depedbohol.hrmo@deped.gov.ph. Please see attached list of requirements.
- d. Continue processing for of GSIS Consolidated Loan but no need to submit latest payslip to SDO, it will be the regional office will verify through the records. Loan applicants may send their follow-ups through private message to Mr. Felipe Platino or Mr. Fermin M. Albutra at fermin.albutra@deped.gov.ph at least 3 days after from date of filing at the GSIS Kiosk.

3. This memorandum shall take effect on March 26, 2020.
4. Immediate and wide dissemination of this Memorandum is desired.


BIANITO A. DAGATAN EdD., CESO V
Schools Division Superintendent

