



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

RECEIVED
17 AUG 2021
12:00

17 Aug 2021

DIVISION MEMORANDUM

No. 305, s. 2021

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 261, S. 2021 RE:
ALTERNATIVE WORK ARRANGEMENT OF SDO PERSONNEL**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads
All Others Concerned

1. In view of the rapid increase of COVID cases and the recent extension of Enhanced Community Quarantine in the Province of Laguna, this Office announces the implementation of Skeletal Workforce in physical reporting to work effective immediately.
2. Heads of offices/units/sections/schools and learning areas are advised to make arrangement for the continuous delivery of services to our clientele from Monday to Friday and submit the same to the Office of the Administrative Officer V on or before August 20, 2021.
3. Strict observance of health protocols and conduct of daily disinfection of offices is hereto enjoined.
4. Immediate dissemination of this Memorandum is desired.

EDNA FAURA AGUSTIN
Schools Division Superintendent

Encl: None

Reference: DepEd Order No. 011, s. 2020

OSDS/AD / Corrigendum to Division Memorandum No. 261, s.
2021 re: Alternative Work Arrangement of SDO
Personnel
2416 / 08/17/2021

