



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

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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 clienteles 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

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

