



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF BILIRAN

June 7, 2021

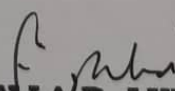
**DIVISION MEMORANDUM**

No. 108 s. 2021

**SKELETAL WORKFORCE AT THE DIVISION OFFICE**

To: Asst. Schools Division Superintendent  
Functional Division Chiefs  
OSDS Unit and Section Heads  
Public Schools District Supervisors  
Public Elem. and Sec. School Heads  
All Others Concerned

1. To ensure the safety of all Division Office personnel, this Office shall be on **skeletal workforce** starting today, **June 7, 2021 up to June 11, 2021**.
2. For continuity of the delivery of office services, the Division Chiefs, OSDS Unit and Section Heads are advised to assign skeletal workforce in their respective division/office during this period, while the rest of the employees shall be on work from home.
3. It is reiterated that work from home is output-oriented supported with an Individual Daily Log and Accomplishment Report (IDLAR). The Division Chiefs, Unit and Section Heads shall be responsible in assigning the daily tasks of all personnel under their supervision.
4. It is highly recommended that submission of reports or documents (e.g. application for leave, etc.) shall be done online through email to records.biliran@deped.gov.ph.
5. Strict compliance to health protocols such as mandatory taking of temperature upon entering the Division Office premises, wearing of face mask and face shield, proper handwashing or use of alcohol and physical distancing are also reminded.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**JUDELLA R. LUMPAS EdD, CESO VI**  
OIC-Schools Division Superintendent



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**KASIKAS**  
Kaalam Alang Sa Igaong Biliranon Kaabag Ang Sociedad  
*More, Be Counted, Achieve!*

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