




**MEMORANDUM**

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**TO :** DEPUTY COMMISSIONERS  
DISTRICT COLLECTORS  
SERVICE DIRECTORS  
HEADS OF OFFICES

**FROM :**   
**DONATO B. SAN JUAN**  
Deputy Commissioner  
Internal Administration Group

**SUBJECT :** REITERATION OF OCOM MEMORANDUM NO. 60-2021  
WITH THE SUBJECT: AMENDMENT TO THE GUIDELINES  
ON WORK ARRANGEMENT IN OFFICES DURING THE  
PERIOD OF STATE OF PUBLIC HEALTH EMERGENCY

**DATE :** August 04, 2021

1.0 As provided in the OCOM Memorandum No. 60-2021 dated March 29, 2021, with the subject: Amendment to the Guidelines on Work Arrangement in Offices During the Period of State of Public Health Emergency, as attached, all Heads of Offices, which are located in the areas placed under different risk-level quarantine classifications, are enjoined to follow the prescribed composition of skeleton workforce:

<i>Quarantine Classification of BOC Office Locations</i>	<i>Composition of Skeleton Workforce</i>
<i>For offices located in areas placed under Community Quarantine</i>	<ul style="list-style-type: none"> <li><i>For Offices under Central Office: At least 50% of total personnel complement of Office</i></li> <li><i>For Collection Districts: Work arrangement shall be determined by the District Collectors</i></li> </ul>

2.0 Relative thereto, this is to remind all concerned Heads of Offices to observe the strict implementation of the abovementioned composition of Skeleton Workforce with due observance of the minimum standard health protocols for COVID-19.

For guidance and strict compliance.