



IA G Memo No. 01-2022

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MEMORANDUM

FOR : DEPUTY COMMISSIONERS
 DISTRICT COLLECTORS
 SERVICE DIRECTORS
 HEADS OF OFFICES

FROM : *[Signature]*
MICHAEL C. FERMIN
 Director II, Administration Office

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 : January 04, 2022

- 1.0 In line with the Proclamation No. 1218 issued by the Office of the President, the declared State of Calamity Throughout the Philippines due to the Corona Virus Disease 2019 Declared under Proclamation No. 1021, s. 2020 has been further extended for a period of one (1) year effective September 13, 2021 to September 22, 2022, unless earlier lifted or extended as circumstances may warrant.
- 2.0 In this regard, 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"> • <i>For Offices under Central Office: At least 50% of total personnel complement of Office</i> • <i>For Collection Districts: Work arrangement shall be determined by the District Collectors</i>



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- 3.0 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.