



28 July 2021

## ADVISORY


FOR/TO : All Officials and Employees  
DENR Central Office

In relation to the declaration of Enhanced Community Quarantine in the National Capital Region on **06-20 August 2021** and pursuant to DENR Memorandum Circular No. 2020-05, the number of employees to be assigned as skeleton workforce for critical/essential services (*Accounting/Budget/General Services/Personnel/Records Management Divisions*) shall not exceed 50% of the total work force at any given time during said period. For non-critical/non-essential services, the skeleton work force shall not exceed 30% of the total number of employees assigned in the office. The skeleton workforce shall not include elderly, pregnant employees, individuals with comorbidities, and those who have not yet been given their first dose of vaccine.

The list of employees who will render services during the ECQ period shall be submitted to the Personnel Division not later than 03 August 2021, using the attached form. All employees who belong to the skeleton workforce shall be **required** to register their time logs through the biometric attendance system and to fill out the DENR COVID-19 Health Checklist (preferably through QR code) as they physically report for work. This will facilitate contact tracing, when deemed necessary. Employees who are not in the list of skeleton work force shall not be allowed entry into the DENR premises. The Administrative Service shall monitor entry and mobility of persons within the Compound, through the guards on duty.

Heads of offices are instructed to set up mechanisms in monitoring accomplishments and to ensure the continuous delivery of service despite the reduced workforce.

For information and guidance.

  
ATTY. ERNESTO D. ADOBÓ, JR., CESO I  
Undersecretary for Legal, Administration, Human  
Resources and Legislative Affairs

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - Central Office  
 LIST OF EMPLOYEES WHO WILL RENDER SERVICES AS SKELETON WORK FORCE ON 06-20 AUGUST 2021

OFFICE/DIVISION: \_\_\_\_\_

NAME OF EMPLOYEE/COS	POSITION	COMPLETE RESIDENCE ADDRESS	MOBILE NO.	MODE OF TRANSPORTATION TO AND FROM OFFICE (e.g. private vehicle, public transport, walking, etc.)	COVID-19 VACCINE RECEIVED		SCHEDULE OF ON-SITE REPORTING
					1ST DOSE	2ND DOSE	

Total no. of warm bodies assigned in the office \_\_\_\_\_  
 Total no. of daily skeleton work force \_\_\_\_\_  
 Percentage of daily skeleton work force \_\_\_\_\_

*I hereby certify that the authorized employees who belong to the skeleton work force of this office do not include senior citizens, pregnant employees, and individuals with comorbidities.*

\_\_\_\_\_  
 Printed Name and Signature  
 HEAD OF OFFICE/DIVISION CHIEF