



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

31 December 2021

ADVISORY

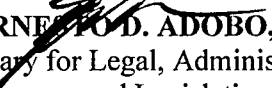
FOR/TO : All Officials and Employees
DENR Central Office

In relation to the declaration of Alert Level 3 in the National Capital Region on **3-15 January 2022**, pursuant to IATF Resolution No. 155 series of 2021, and in accordance with Memorandum Circular No. 93, the number of employees to be assigned as skeleton workforce for critical/ essential services (*Financial and Management Service, Administrative Service, Policy and Planning Service, and Personnel Division*) shall not exceed 70% of the total workforce at any given time during the said period. For non-critical/non-essential services, the skeleton workforce shall be at a minimum of 60% of the total number of employees assigned in the office. The skeleton workforce shall not include employees 60 years or older, pregnant employees, and individuals with comorbidities, except when their services are urgently needed. In such instances, the immediate supervisor shall issue a written permission to be presented to the guard on duty. Employees whose specific area of residence had been declared under granular lockdown shall be given tasks to perform under Work from Home arrangement. Employees with COVID-like symptoms shall also be allowed to work from home.

The list of employees who will render services during this period shall be submitted to the Personnel Division not later than 03 January 2022, 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 necessary. Employees who are not on the list of skeleton workforce 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 and shall submit daily report to the undersigned for information/record purposes.

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. ADOBO, JR., CESO I
Undersecretary for Legal, Administration, Human
Resources and Legislative Affairs

MEMO NO. 2022-01

Region/Bureau/Attached Agency

LIST OF EMPLOYEES WHO WILL RENDER SERVICES AS SKELETON WORK FORCE ON 06-20 AUGUST 2021

| NAME OF EMPLOYEE/COS | POSITION | SCHEDULE OF ON-SITE REPORTING |
|----------------------|----------|-------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

Submitted by: _____
Name and Signature of Head of Office