



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

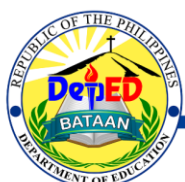
**DIVISION MEMORANDUM**  
**No. 334, s. 2021**

August 7, 2021

**DECLARATION OF ENHANCED COMMUNITY QUARANTINE (ECQ) IN THE  
PROVINCE OF BATAAN**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public School Principals  
All Others Concerned

1. In view of the rapidly growing number of COVID cases in Bataan, President Rodrigo Roa Duterte approves the recommendation of the National Inter-Agency Task Force on Emerging Infectious Diseases (IATF) to declare Enhanced Community Quarantine (ECQ) throughout the province from August 8-22, 2021.
2. Pursuant to the Omnibus Guidelines in the Implementation of Community Quarantines in the Philippines as amended May 2021, SDO Bataan and all offices and schools under its jurisdiction shall operate with only a Skeleton Workforce (SWF), the barest minimum of employees identified whose function is to deliver only the **most essential services**, reporting onsite. The rest of the employees shall be on a Work from Home (WFH) arrangement.
3. Division chiefs, SDO unit heads, public school district supervisors and school heads shall submit their proposed **Consolidated SWF** for the duration of the ECQ through **bit.ly/SDOBTN\_ECQ\_SWF**. The SWF arrangement shall also apply to **Job Order** and **Contract of Service** employees.
4. Members of the SWF shall be issued Employee Passes which they can present in checkpoints/entry points to offices/schools. These cards shall only be utilized for the performance of their official SWF duties. Inappropriate use of these cards shall be dealt with accordingly.
5. It is hereby enjoined that all transactions with SDO Bataan and its offices during the ECQ be made through email at [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph).
6. Except for the online validation of SBM Level 3 Schools and the Midyear Performance Review, the activities of the SDO are suspended until further notice.



*"We Mould Heroes"*

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**CSC PRIME-HRM BRONZE AWARD**  
CSC Resolution No. 2001100

7. This Office appeals to all its personnel to strictly observe the preventive measures and health protocols required by our community quarantine, especially the prohibition on non-essential travel.
8. Immediate dissemination and strict compliance of this Memorandum is desired.

**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Schools Division Superintendent