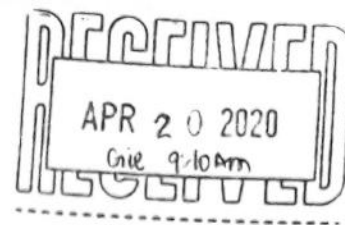




Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Dilliman
1100 Quezon City



March 23, 2020

MEMORANDUM

TO : ALL OFFICIALS, SERVICE DIRECTORS
DIVISION CHIEFS
DA-CENTRAL OFFICE

FROM : ~~USEC. ROLDAN G. GORGONIO~~
Undersecretary for Administration and Finance
Chairperson, Service Continuity and Planning
Management Team (SCPMT)

SUBJECT : **MONITORING OF THE DAILY ACTUAL ATTENDANCE OF
SKELETAL WORKFORCE**

In order to facilitate the preparation of the report on Daily Attendance of Skeletal Workforce for the Duration of State of Calamity and Enhanced Community Quarantine due to Corona Virus Disease (COVID-19), you are hereby enjoined to fill up the attached template.

Please submit the same every Friday.

For strict compliance.

*A food-secure Philippines
with prosperous farmers and fisherfolk*



DAILY MONITORING OF ACTUAL ATTENDANCE OF SKELETAL FORCE
During the State of Calamity and Community Quarantine Due to CORONA Virus Disease (CORONA-19)

For the Period _____

NO.	NAME	POSITION TITLE	SECTION/UNIT	TIME IN/TIME OUT				
				MON	TUE	WED	THU	FRI
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
NOTHING FOLLOWS								

Certified Correct:
