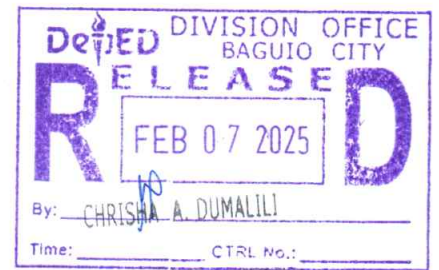




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 06, 2025

**DIVISION MEMORANDUM**

No. 108-2025

**REITERATION ON THE IMPLEMENTATION AND MAINTENANCE  
OF SKELETON WORKFORCE IN THE SCHOOLS DIVISION OF BAGUIO CITY**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
Public School Heads  
Others Concerned

1. In adherence to Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2022 on the "Observance of the Office Hours and Maintenance of a Skeleton Workforce," and in line with ensuring continuous office operations, this is to remind all employees that a **Skeleton Workforce** must be maintained in the office when personnel are required to attend official seminars, training, or similar activities conducted outside the office premises.
2. All heads of offices and units are instructed to ensure that at least **20%** of personnel remain on duty to handle urgent transactions, respond to client concerns, and maintain essential services.
3. Employees assigned to the skeleton workforce must be properly scheduled to avoid service interruptions while also allowing equitable participation in office activities.
4. Failure to comply with this directive without justification reason may be subject to appropriate administrative action in accordance with existing DepEd policies and Civil Service regulations.
5. Immediate dissemination and strict compliance of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent