



4 May 2020

MEMORANDUM CIRCULAR NO. 53
Series of 2020

**T O: VPs, Directors, Deans and Heads of Offices/Centers/Colleges/
Departments/Units**

R E: Submission of Skeleton Workforce and Assigned Outputs

Pursuant to OP Memorandum Circular No. 47 s. 2020 and to ensure continual delivery of public service following strict observance of the social distancing policy and other preventive health measures, all unit heads are directed to submit the following skeleton workforce, work assignments and assigned outputs for the indicated period. All employees (permanent, temporary, contractual, part-time, and JOs) should be accounted for.

I. Skeleton workforce (May 4, 2020 to June 30, 2020).

All Unit Heads are required to submit your respective weekly skeleton workforce following the provisions of Memorandum Circular No. 47 s. 2020 (please see the attached Sample Template A) on or before May 8, 2020.

II. Work Assignments of faculty and staff (May 4, 2020 to June 30, 2020)

All Unit Heads are directed to submit work assignments for all faculty and staff following the provisions of Memorandum Circular No. 47 s. 2020. Assigned outputs should be specifically indicated in the weekly plan and submitted using the attached template (Sample Template B) on or before May 8, 2020.

III. Revised OPCR (January-December 2020)

In light of the COVID-19 pandemic, all units are still expected to deliver targeted outputs indicated in their submitted OPCRs as provided for in Memorandum Circular No. 48 s. 2020 specifically on targeted outputs under advanced education, higher education, research and extension services as calibrated by the Performance Management Team at the beginning of 2020. Please be guided that targets to deliver the mandated functions of the administrative unit is equivalent only to 70% of the over-all targets of every unit. The remaining 30% should focus on delivering client friendly frontline services for client satisfaction; improvement of existing processes in compliance with ISO 9001:2015; possible revision of existing quality procedures; and preparation of work instructions per employee. In light with the "new normal" of operation, all Unit Heads are directed to coordinate with their respective units/subordinates under them to facilitate revision and submission of their revised OPCR targets. Revised OPCR targets should be submitted to the OVPPRGEA copy furnished PRPEO not later than May 15, 2020. Please see attached revised OPCR templates for your perusal:



1. Revised OPCR templates with targets for academic departments & research centers
2. Revised OPCR templates for College Deans and their respective departments

IV. Revised IPCR (January – December 2020)

In light of the COVID-19 pandemic, all Unit Heads are directed to coordinate with their individual employees for the submission of revised IPCR for the period January-December 2020. Please use the attached revised IPCR template with targets for individual faculty.

V. Daily Time Record (DTR) for those on work-from-home scheme

As required by the Civil Service rules and regulation, all government employees are required to submit their DTR to support payment of their salaries. Where appropriate, employees may indicate 'work-from-home' on their DTRs and attached a certification duly signed by their respective office heads signifying satisfactory accomplishment of their assigned tasks and/or outputs for the period of May and June, 2020 (please see the attached Sample Template C).

For strict implementation.


EDGARDO E. TULIN
President