

URGENT



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 231 *PM*

Series of 2020

TO : THE SPEAKER OF PARLIAMENT
ALL HEADS OF MINISTRIES, OFFICES, AND AGENCIES
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : Submission of List of Skeletal Staff and Issuance of Employee's Pass

DATE : April 14, 2020

1. To ensure continuous delivery of services of the Bangsamoro Government during the period of State of Calamity and Enhanced Community Quarantine, the Bangsamoro Transition Authority (BTA) Parliament, and all BARMM ministries, offices, and agencies shall maintain their respective skeletal workforce.
2. The Heads of Agencies or his/her duly designated representative shall supervise their skeletal force to ensure that essential day-to-day operations of the Bangsamoro Government are not hampered.
3. In considering its *skeletal work force*, the Head of Agency shall observe the following:
 - a. Employees who are at high risk of being infected (i.e. those sixty (60) years old and above, and those with underlying medical conditions such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer, and pregnant women) shall not be part of the skeletal workforce and shall be required to work from home.
 - b. The salary for all employees (regardless of status) and those engaged by contracts of service shall not be affected even if they will not come to work as they are not part of the skeletal workforce.
 - c. Additional benefits pursuant to Memorandum Circular No. 2, series of 2020 may be considered, subject to guidelines to be promulgated by the Ministry of Finance, and Budget and Management.
4. Essential work-related meetings may continue provided that ***strict physical distancing***, defined as the strict maintenance of a distance of at least one (1) meter radius between and among those attending, is maintained during the entire activity.

5. To avoid inconvenience to employees living outside Cotabato City and in areas under community quarantine during checkpoint, a Special Order and Bangsamoro Inter-Agency Task Force on COVID-19 Employee's Pass will be issued to members of the skeletal workforce. To facilitate the issuance of Special Order and Employees' Passes, all Heads of Agencies must submit their lists to the Office of the Executive Secretary no later than 10:00 AM, April 15, 2020.

For strict compliance.

By Authority of the Chief Minister
AHOD BALAWAG EBRAHIM, AL HAJ


ABDULRAOF A. MACACUA
Executive Secretary-Designate

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	
OFFICE OF THE CHIEF MINISTER	
OFFICE OF THE EXECUTIVE SECRETARY	
RELEASED	
Name: <u>B. Manlana</u>	
Date: <u>04.15.20</u>	Time: <u>8:00am</u>
Ctrl. No: _____	

Bangsamoro Autonomous Region in Muslim Mindanao	
OFFICE OF THE CHIEF MINISTER	
Records Division, AMS	
RELEASED	
BY : <u>RAZ</u>	
DATE : <u>APR 15 2020</u>	
TIME : <u>10:35 AM</u>	

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