

**MEMORANDUM CIRCULAR No. 16**

TO : **ALL DAR OFFICIALS AND EMPLOYEES**
DAR Central Office, CAR, Regions I to XII, CARAGA

FROM : **The UNDERSECRETARY**

SUBJECT : **QUARANTINE ACCREDITATION PASS FOR THE MEMBERS OF THE SKELETON WORK FORCE**

DATE : **20 May 2020**

The 37th Resolution of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) dated 15 May 2020 and its Omnibus Guidelines identified the areas which are under the Enhanced Community Quarantine (ECQ) and the Modified Enhanced Community Quarantine (MECQ). Thus, the DAR Regional and Provincial Offices in Mandaue City and Cebu City are in ECQ while the DAR Central Office which is in Quezon City as well as the DAR Regional and Provincial Offices in the National Capital Region, Pateros, Bataan, Bulacan, Nueva Ecija, Pampanga, Zambales, Angeles and Laguna are in MECQ. The areas included or excluded from ECQ or MECQ shall be determined by subsequent IATF resolutions or executive fiats.

Work at the said DAR offices under the ECQ and the MECQ will be primarily via work from home arrangement as per IATF Resolution Number 37 and its Omnibus Guidelines. The concerned head of office shall only be sending a **skeleton workforce** which is defined as the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic function. **Operational capacity**, on the other hand, refers to such maximum number of employees or workers who can be permitted or required to physically report to work on-site in a particular office or establishment.

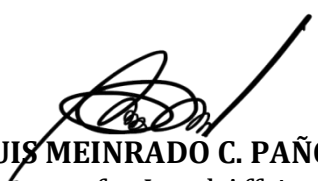
The Head of Office shall issue a DAR Accreditation Pass to the members of the skeleton workforce which the concerned personnel shall present upon demand by competent authority as proof that the bearer is exempted from the quarantine restriction of staying at home in an ECQ or MECQ area. The DAR Accreditation Pass shall bear the following features:

1. It is made of strong paper material and shall bear the name, signature and recent photograph of the employee. It shall be signed by the head of office.
2. It shall bear the seal of the Department.
3. It shall contain the statement that the *“The Person whose name, signature and photograph which appear on this accreditation pass is part of the skeleton workforce of the Department and is authorized to leave the place of residence for the purpose of physically reporting for work in accordance with IATF Resolution Number 37 dated 15 May 2020.”*

4. It shall bear the statement on the face of the DAR Accreditation Pass that it is not for sale and is non-transferrable.
5. The bearer shall not use it for any other purpose but to prove that he or she is part of the skeleton workforce of the DAR on the moment of presentment.
6. The Head of Office shall ensure that it shall not be used for any other purpose.
7. It shall carry the expiration date which is on 30 June 2020 unless the quarantine control is extended requiring a skeleton workforce. It shall be surrendered by the bearer to the head of office without need for a demand upon expiration of the assignment.
8. The assignment of a DAR personnel to a work from home arrangement or any alternative working arrangement as well as the assignment to the skeleton work force is subject to the approval of the Secretary which are all submitted by the concerned Regional Director to this Office and the Office of the Undersecretary for Finance.
9. The head of office shall report to the regional office of the Civil Service Commission (CSC) as regards the employees who are working from home or on the basis of alternative work arrangements as per CSC M.C. No. 10 Series of 2020.
10. The head of office shall ensure that there is continuing compliance with the protocols and standards under M.C. No. 15 Series of 2020 in any and all instances.

The specifications and design of the DAR Accreditation Pass for the employees forming part of the skeleton workforce is attached for the guidance of all concerned.

For strict compliance.



ATTY. LUIS MEINRADO C. PAÑGULAYAN
Undersecretary for Legal Affairs



**DEPARTMENT
of
AGRARIAN REFORM**

**QUARANTINE
ACCREDITATION
PASS**



Name

Designation

DAR ID No.


**ATTY. JOHN R. CASTRICIONES
SECRETARY**

The Person, whose name, signature and photograph appear on this accreditation pass, is part of the skeleton workforce of the Department and is authorized to leave the place of residence for the purpose of physically reporting for work in accordance with IATF Resolution Number 37 dated 15 May 2020.



*Pursuant to the resolution of the 20th Meeting of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) last 03 April 2020, thus: "The recognition of the authority to the Department of Agrarian Reform (DAR) to issue quarantine accreditation passes to Agrarian Reform Beneficiaries (ARBs), to continue supplying agricultural products to critical areas affected by the ECQ." (Paragraph D. Sub-Paragraph b. of IATF Resolution No. 19, Series of 2020)

DAR Office: _____

Destination(s): _____

Time of Travel: _____

Day(s) of Travel: _____

This Pass is not valid without the DAR dry seal.

Valid Until: 30 JUNE 2020

**DAR Provincial Agrarian Reform
Program Officer**

DAR Regional Director

**This Pass is NOT FOR SALE.
NON-TRANSFERABLE**