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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**DepEd Task Force COVID-19**

**MEMORANDUM No. 031**

07 April 2020

For: **Secretary Leonor Magtolis Briones**

Thru: **Undersecretary Annalyn M. Sevilla**  
Finance

Subject: **MEAL ASSISTANCE FOR DEPED CENTRAL OFFICE  
SKELETAL FORCE DURING ENHANCED COMMUNITY  
QUARANTINE (ECQ)**

This refers to Proclamation No. 922 issued by President Rodrigo Roa Duterte dated March 8, 2020 entitled “Declaring a State of Public Health Emergency Throughout the Philippines” enjoining full assistance, cooperation and mobilization of necessary resources. This is in line with the widespread outbreak of COVID-19 which the World Health Organization (WHO) has already declared a pandemic. This was followed by the declaration on March 16, 2020 of the Enhanced Community Quarantine (ECQ) in the main island of Luzon, and the subsequent declaration on March 17 of the state of calamity in the entire Philippines. On April 7, PRRD approved the extension of the ECQ in the island of Luzon until April 30, 2020.

In the DepEd Central Office, a skeletal force has been tasked to undertake crucial services as authorized under Special Order No. 001, s. 2020 dated March 23, 2020.

In this connection, authority is hereby respectfully requested to provide meal assistance to Two Hundred (200) employees included in the skeletal force, including those who are not included in the list of skeletal force but have been instructed by their heads of offices to report for work during the period of ECQ - March 17, 2020 to April 30, 2020 (45 days inclusive of Saturdays, Sundays and holidays). This number of skeletal force is based on the actual average number of employees reporting to the office on a daily basis as reflected in the daily log record of the security personnel.

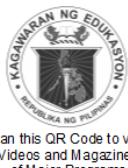
The rate of meal assistance shall be Four Hundred Forty Pesos (P440.00) per day broken down as P220.00 for breakfast and P220.00 for lunch. Payment of the



**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support  
Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



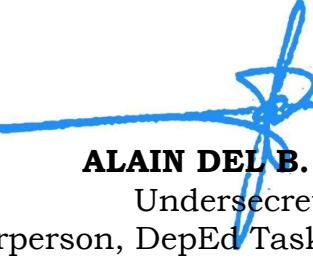
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meal assistance to the skeletal force shall be based on their actual attendance as recorded in the logbook/record of the security personnel. The meal assistance shall be paid in two (2) tranches - the first tranche for the period March 17 to April 14 and the second tranche, April 15 to April 30, 2020. It may be mentioned that the skeletal force rely only on food deliveries, which charge delivery fees, for their meals while in the office since the usual food outlets/restaurants providing affordable food services are closed.

For this purpose, authority is also hereby requested for Ms. **MELISSA B. BOCO**, Cash Division, to draw a cash advance in the amount of Three Million Nine Hundred Sixty Thousand (P3,960,000.00) to cover the meal assistance for a period of forty five (45) days (March 17 – April 30, 2020), chargeable against OSEC funds and subject to the usual accounting rules and regulations.

The Personnel, Budget, Accounting and Cash Divisions are hereby tasked to implement payment of meal assistance to the employees concerned.

For the Secretary's consideration.

  
**ALAIN DEL B. PASCUA**

Undersecretary  
Chairperson, DepEd Task Force COVID-19  
Member, IATF-MEID



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