



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Regional Office III

CHEDRO-III MEMORANDUM
No. 61, series of 2020

To : **ALL PERSONNEL, CLIENTELE AND STAKEHOLDERS OF CHEDRO-III**

Subject : **EXTENSION OF TEMPORARY CLOSURE OF CHEDRO-III BUILDING FOR THE PERSONNEL SELF-QUANRANTINE AFTER SWAB TESTING**

Date : 2 August 2020

The Commission on Higher Education (CHED) Regional Office III is extending its temporarily closure from 3-5 August 2020 to observe the health protocol for the personnel self-quarantine after swab testing.

The CHEDRO-III shall adopt the following measures and arrangements for its office operations starting 3 August 2020 in order to curb the spread of the CoViD-19 and to ensure the safety of our clientele and stakeholders:

1. Office transactions with our clientele and stakeholders shall be done via online through the following email addresses during business hours (8:00AM – 5:00PM):
 - a. General concerns: chedro3@ched.gov.ph
 - b. Data and Statistics: chedro3mis@ched.gov.ph
 - c. StuFAPs: imchedro3scholar@gmail.com
 - d. UniFAST: unifastro3@ched.gov.ph
 - e. K to 12: chedro3k12@ched.gov.ph
2. Work from home arrangements will be implemented as provided under the Civil Service Commission (CSC) Memorandum Circular (MC) No.10 series of 2020 on Alternative Working Arrangement and the Office Memorandum No. 69 Series of 2020 "Guidelines on the Implementation of Alternate Work Arrangement" to specifically guide the CHEDRO-III personnel;
3. Divisions through the Chiefs shall assign a skeletal workforce after the personnel self-quarantine period for concerns which may not be addressed online to continuously deliver the essential and frontline services for both internal and external clientele and stakeholders; and
4. Chief Administrative Officer (CAO) to facilitate the disinfection and sanitation of the CHEDRO-III Building on 5 August 2020 prior to the reporting of the skeletal workforce on 6 August 2020.

For everyone's information and guidance.


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