



MEMORANDUM

**FOR : MS. KRISTINA E. SALON, SG 15 (MED)
MS. EZRA NICOLE C. BASTO, SG 11 (SPD)**

FROM : FRANCIS RANDY HORTELANO
Manager, Corporate Planning Department

SUBJECT : Medical Certificates

DATE : 13 January 2021

This is to follow-up submission of Medical Certificates in accordance with the 22 December 2020 Memorandum issued by the Administrative Services Department to the undersigned on the subject.

Kindly submit the required Certificate on or before Monday, 18 January 2021 directly to ADSD copy furnished the undersigned.

For compliance please. Thank you.

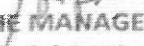

FRANCIS RANDY J. HORTELANO

cc: The Manager, ADSD



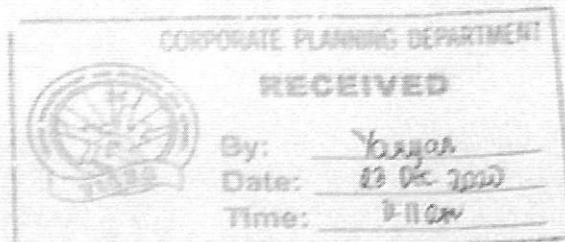
MEMORANDUM

FOR : THE MANAGER
Corporate Planning Department

FROM : 
THE MANAGER
Administrative Services Department

SUBJECT : MEDICAL CERTIFICATES

DATE : 22 DECEMBER 2020



Anent the COPD memos dated 7 December 2020 and 14 December 2020, Ms. Bayot's SWF request may be considered as long as the division's weekly work deliverable/outputs are not delayed and/or hampered.

However, may we request for medical certificates from the attending physicians of the following COPD personnel relative to their health/medical conditions vis-à-vis COVID-19 so that the office will be guided and apprised of their latest health status:

1. Ms. Evelyn Del Rosario;
2. Ms. Ezra Nicole Basto; and
3. Ms. Kristina E. Salon

Specifically, the office would like to know the following from their attending physicians:

- Their fitness to work as skeleton workforce in view of their current health/medical conditions vis-à-vis COVID-19 health risks;
- Their physicians' recommended work arrangement in view of their current health/medical condition and
- The extent or coverage of such work arrangement

For your information and appropriate action.