



March 17, 2020

RELEASED

DATE: 17 MAR 2020 1:57 PM

DIVISION MEMORANDUM

NO. 91, s. 2020

**ALTERNATIVE WORK ARRANGEMENT AND PARAMETERS
(CSC Memorandum Circular No. 7, s. 2020)**

To: Principals, Head Teachers
Teacher-In-Charge (TICs)
This Division

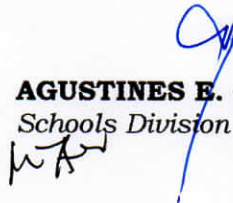
1. Pursuant to Proclamation No. 922, s. 2020 (Declaring a State of Public Health Emergency throughout the Philippines) and in close coordination with the Provincial Government of Misamis Occidental on its Executive Order No. 042, s. 2020, everyone is enjoined to comply.
2. In compliance to Memorandum Circular No. 7, s. 2020 of the Civil Service Commission (Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation 922, s. 2020).
3. This Office informs all School Principals, Head Teachers, Teacher-In-Charge to implement alternative work arrangement options and parameters (Memorandum Circular No. 7, s. 2020) effective March 16, 2020 to April 14, 2020 or while the State of Public Health Emergency is in progress.
4. Thus, for effective implementation the following are given as choices:
 - a. Work from home, (CSC MC No. 7, s. 2020)
 - b. Compressed work week, (CSC MC No. 7, s. 2020)
 - c. Staggered working hours, (CSC MC No. 7, s. 2020)
 - d. Telecommuting, and, (DepEd Memo No. 43, s. 2020)
 - e. Teleconferencing.
5. Further, adopting DepEd Memorandum No. 43, s. 2020 on its template to meet the 40 hours a week:
 - a. Office Workweek Plan (Enclosure No. 1),
 - b. Individual Workweek Accomplishment Report (Enclosure No. 2).
 - c. The above format shall be consolidated and submitted to CSC, Provincial Office.
6. Meanwhile, Teachers are advised to continue the usual work activities required but still to fill up the same enclosures until April 3, 2020 (last day of school).





REPUBLIC OF THE PHILIPPINES
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF TANGUB CITY

7. Hence, you are hereby directed to submit your weekly accomplishment report direct to DepEd Tangub City email address (tangub.city@deped.gov.ph) or facebook page ([DepEd Tangub City](#)) to ensure that public health objectives are achieved and delivery of public service is not prejudiced.
8. Wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent



OFFICE WORKWEEK PLAN

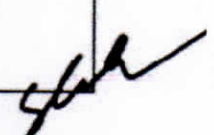
Division:

Bureau/Service:

To the Personnel Division/Section/Unit:

In compliance with the Guidelines for Alternative Work Arrangements and Support Mechanisms for Personnel in the Department of Education for the Duration of the State of Public Health Emergency, the (division/office) is hereby submitting the workweek plan for (Date-Date, 2020).

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period					Signature
			16	17	18	19	20	
			Mon	Tue	Wed	Thu	Fri	
Ex. Juan del Mundo	PDO III	None	(On-site) 8-5PM	(Telecommute) 8-5PM	(On-site) 8-5PM	(Telecommute) 8-5PM	(On-site) 8-5PM	
Ex. Maria Juana dela Cruz	PDO II	Pregnant	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	
1.								
2.								



Submitted by:

(Name and Signature of Division/Office Head)

Date:

Approved by:

(Name and Signature of Bureau/Service Director)

Date:

INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT

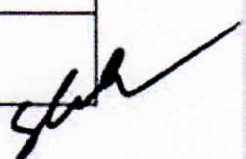
Name of Personnel:

Division/Office:

Position:

Bureau/Service:

Actual Days of Attendance to Work	Actual Time Log	Actual Accomplishment/Output
Ex. Tuesday, March 17, 2020	7:10 AM- 6:15 PM	<ul style="list-style-type: none">• Facilitated Office Meeting• Drafted memo on xxxxxx
Wednesday March 18, 2020	xxxxxx	xxxxxx
Thursday, March 19, 2020	xxxxxx	xxxxxx
Friday, March 20, 2020	xxxxxx	xxxxxx



(Signature of Personnel)

Date:

Verified by:

(Name & Signature of Division Chief/Office Head)

Date: