



DIVISION MEMORANDUM

NO. 177, s. 2020

REITERATION OF THE REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC

To: All Teaching and Non-teaching Personnel
This Division

1. Tangub City Division adopts DepEd Order No. 011, s. 2020, the Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic.
2. Likewise, this Division is adherence to policies set by the Office of the President, Inter-Agency Task Force (IATF), Local Government Unit of Tangub City (LGU) and conforms with the rules and regulations of the Civil Service Commission (CSC).
3. Moreover, this order emphasizes that, "All teachers in DepEd schools nationwide shall continue to work from home until June 21, 2020".
4. Further, all teaching and non-teaching personnel are expected to adhere judiciously to DepEd Order No. 011, s. 2020. For perusal, you may visit Tangub City Division website www.depedtangub.net, facebook page [DepEd Tangub City](https://www.facebook.com/DepEdTangubCity) or call (088) 545-0304.
5. Attached is enclosure no. 1, 2 and 3 template.
6. Immediate dissemination and compliance is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

MTC



**REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE
OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC**

1. These guidelines provide for the **work arrangements in the Department of Education (DepEd)** pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* (with Amendments as of June 3, 2020), thereby updating DepEd Memorandum (DM) No. 043, s. 2020 (*Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures*), DM 052, s. 2020 (*Advisory on Work Arrangements in the Department of Education in Light of Recent Developments in the COVID-19 Situation*), DM 054, s. 2020 (*Reiteration of Advisory on Work Arrangements in the Department of Education in Light of Recent Developments in the COVID-19 Situation*), and DM 056, s. 2020 (*Advisory on the Extension of DM 054, s. 2020*).
2. For purposes of these guidelines, the following terms are defined consistent with the IATF Omnibus Guidelines and the CSC Guidelines, as follows:
 - a. **Enhanced Community Quarantine (ECQ)** - refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulations of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.
 - b. **Modified Enhanced Community Quarantine (MECQ)** - refers to the transition phase between ECQ and General Community Quarantine (GCQ), when the following temporary measures are relaxed and become less necessary: stringent limits on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.
 - c. **General Community Quarantine (GCQ)** - refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.
 - d. **Modified General Community Quarantine (MGCQ)** - refers to a transition phase between GCQ and New Normal, when the following temporary measures are relaxed and become less necessary: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols.
 - e. **Minimum Public Health Standards** refers to guidelines set by Department of Health (DOH) in Administrative Order No. 2020-015, as well as sector-relevant guidelines issued by national government agencies, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPIs), which refer to public health measures that do not involve vaccines, medications or other pharmaceutical interventions, which individuals and communities can carry out



in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19. For this purpose, the Department of Tourism and Department of Public Works and Highways are recognized as the sector-national agencies with respect to tourism and construction, respectively. For basic education, it is DepEd, and its sector relevant guidelines shall be issued as *Required Health Standards in Schools and Offices*.

- f. **Alternative Work Arrangements** - Work arrangements identified by the CSC that government agencies such as the DepEd may adopt individually or in combination during the period of State of National Emergency due to COVID-19 Pandemic. These include Work-From-Home, Skeleton Workforce, Four-day (compressed) Workweek, Staggered Working Hours, or Other Alternative Work Arrangements appropriate/applicable to the agency subject to the prevailing community quarantine and the nature of work/job performed by the employees.

3. In its implementation of the Alternative Work Arrangements, DepEd shall continue to be guided by the following framework:

- a. Strict observance of applicable public health measures;
- b. Continuity of delivery of DepEd essential services and priority programs, while observing the required health standards; and,
- c. Consistency of the actions of each official, teaching and nonteaching personnel in the context of work and private activities, to ensure that public health objectives are achieved and not compromised by inconsistent actions and behaviors.

4. All DepEd personnel¹ are expected to make themselves available during the working hours and to perform tasks to the full extent possible in terms of person-days per work week. At the same time, they are expected to observe honesty, integrity, and professionalism in the conduct of their duties such that government time, money, and resources are employed and used efficiently, honestly, and economically, to avoid wastage of public funds.

Scope

5. The alternative work arrangements stipulated in this Memorandum covers all teaching and nonteaching personnel, including Contract of Service (COS) and Job Order (JO) personnel, in all DepEd offices at all governance levels, and in all public elementary and secondary schools and community learning centers (CLCs).

Continuity of DepEd Programs and Services at All Levels

6. The Secretary, Undersecretaries and Assistant Secretaries, Bureau and Service Directors, Regional Directors, and Schools Division Superintendents must ensure their availability for decision-making and effective supervision of all work arrangements at all times.



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¹ For the entirety of these guidelines, "personnel" refer to both teaching and nonteaching personnel, otherwise qualified as either teachers/teaching personnel or nonteaching personnel.

7. Heads of offices² shall give priority to the delivery of the following **essential services** within the Department of Education:

- a. Health and emergency frontline services;
- b. Operationalization of the Basic Education Learning Continuity Plan (BE-LCP) for the School Year 2020-2021;
- c. School operations and activities stipulated in school calendar per DepEd Order (DO) No. 007, s. 2020;
- d. Services that support the above-mentioned and other general operations such as but not limited to:
 - i. Administrative and Security Services;
 - ii. Financial Services;
 - iii. Human Resource Management Services;
 - iv. Information, Communication, and Technology Services;
 - v. Planning Services;
 - vi. Legal Services;
 - vii. Public Assistance Services;
 - viii. Procurement Services; ix. Staff assistance to Executive Decision-Making; and
 - x. Other critical services to be identified by the DepEd top management.

8. In addition to the prevailing quarantine classification in the locality, the following parameters shall also be considered in deciding on the appropriate operational capacity:

- i. Office mandates;
- ii. Exigency of the service;
- iii. Functions/processes/services that can only be rendered within office/school/CLC premises or in the field;
- iv. Functions/processes/services that can be rendered through online platforms or other strategies;
- v. Implementation of required health standards in the workplace and schools; and,
- vi. Other directives that may be assigned by the heads of offices in the Central Office (CO), Regional Office (RO), and/or Schools Division Office (SDO).

9. Heads of offices shall ensure appropriate workplace conditions for the optimal productivity and safety of the personnel, and ensure smooth transition of work operations and work arrangements in case of changes in community quarantine classifications.

10. For schools and *CLCs, the work priorities shall be anchored on the operationalization of the BE-LCP and School Calendar and Activities for SY 2020-2021, including:

- a. Conduct of enrollment;
- b. Participation in orientation, training, and capacity building activities in managing multi-modal learning delivery options;
- c. Preparation of instructional materials;

² For the entirety of these guidelines, "heads of offices" refer to the highest officials in each governance level. For the Central Office (CO), "heads of offices" refers to the Secretary or her designated Undersecretary/Assistant Secretary/Bureau or Service Director supervising a specific strand/bureau/service/office/unit. For Regional Offices (ROs), "heads of offices" refers to the RDs, while for Schools Division Offices (SDOs), "heads of offices" refers to the SDSs.



- d. Planning the organization of classes in consideration of learning delivery modalities to be employed;
- e. Assisting in orienting parents on effective facilitation of home-based learning;
- f. Facilitation of enrollment of learners for SY 2020-2021;
- g. Preparation of learners for the formal start of classes;
- h. Gathering of data on the specific contexts of their learners (access to technological gadgets, capacity of learners for independent learning, etc.);
- i. Participation in the *Brigada Eskwela* and *Oplan Balik Eskwela* activities;
- j. Completion of RPMS requirements of the SY 2019-2020 per DM No. 45, s. 2020, and further guidelines that may be issued;
- k. Preparation for the initial activities of RPMS for SY 2020-2021 aligned to the teaching-learning modality activities required;
- l. Compliance with required health standards;
- m. Reportorial requirements;
- n. Other tasks that may be assigned in support of the BE-LCP and COVID-19 pandemic response; and,
- o. Other directives that may be assigned by the heads of offices in the CO, RO, and/or SDO.

11. Adhering to the principles of School-Based Management (SBM) and Stakeholder Engagement, school/CLC heads shall mobilize their stakeholders and allow for community participation to effectively facilitate and implement the essential services, processes, and programs.

Work Arrangements Indicated by the IATF and CSC under Various Quarantine Classifications

12. The IATF *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* (with Amendments as of June 3, 2020) indicate the following allowable workforce under various quarantine classifications:

- a. **ECQ and MECQ** – Agencies and instrumentalities of the government, including GOCCs, as well as LGUs, may operate with a skeleton workforce in combination with other alternative work arrangements as approved by the head of agency.
- b. **GCQ** – Work in all government offices may be at full operational capacity or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC), Provided, that for offices requiring employees to report physically, commissioned shuttle services as well as point-to-point transport services may be provided.
- c. **MGCQ** – Work in government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem appropriate in accordance with the relevant rules and regulations issued by the CSC.
- d. **Post-community quarantine scenario** – Areas where no community quarantine is in place can be considered as being under the *New Normal*. The IATF Omnibus Guidelines defines the *New Normal* as referring to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. These include actions that will become second nature to the general public as well as policies such as bans on large gatherings that will continue to remain in force.



13. The CSC Guidelines, on the other hand, identified a number of alternative work arrangements, specifically: Work from Home; Skeleton Workforce; Four-day (Compressed) Workweek; and Staggered Working Hours. The CSC also provides that agencies may use a combination of the enumerated work arrangements, **or adopt alternative work arrangements other than the enumerated work arrangements that are appropriate/applicable to their functions as well as their place of work**, subject to the prevailing community quarantine.

Alternative Work Arrangements

14. All Undersecretaries, Assistant Secretaries, and Regional Directors are hereby directed to determine the appropriate work arrangements in their respective jurisdictions, based on the prevailing community quarantine classification in their location and their work priorities.

15. The determination of the appropriate work arrangements shall be guided by the following indicative workforce levels:

- a. Under **ECQ** and **MECQ**, DepEd shall operate with skeleton workforce to provide for essential services. The rest of the personnel shall be under WFH arrangement.
- b. Under **GCQ**, in order to limit exposure and ensure physical distancing, the number of personnel physically reporting to work shall not exceed 50% of the total workforce of the office/school/CLC.
- c. Under **MGCQ** and **post-community quarantine scenario**, DepEd may operate at the full operational capacity as may be allowed by required health standards, including physical distancing protocols and adoption of appropriate work arrangements.

16. The work arrangement may be any or a combination of the following alternative work arrangements adapted from the CSC MC No. 10, s. 2020 or the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, subject to the indicative workforce levels under paragraph 15:

a. **Work-From-Home (WFH)** - refers to output-oriented work arrangement that authorizes the personnel to produce outputs/results and accomplishments outside of the office or school/CLC.

i. Work-from-home arrangements may be allowed for the following tasks:

- 1) Research;
- 2) Policy formulation/review/amendment;
- 3) Project work, including but not limited to, drafting of proposals/project studies/training modules;
- 4) Data encoding/processing;
- 5) Adjudication of cases or review of cases, including legal work;
- 6) Budget planning and forecasting;
- 7) Recording, examination and interpretation of financial records and reports;
- 8) Evaluation and formulation of accounting, auditing and management control systems;
- 9) Computer programming;
- 10) Database maintenance;
- 11) Design work/drafting of drawing plans;



- 12) Preparation of information materials;
 - 13) Sending/receiving e-mail;
 - 14) HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
 - 15) Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.
- ii. In the context of DepEd, in addition to the tasks above, the conduct of teaching and learning that can be done remotely, whether for professional development or for formal and nonformal education, may be allowed to be accomplished under a work-from-home arrangement and thus deemed analogous case.
- iii. To facilitate this arrangement, heads of offices and school/CLC heads shall ensure the following:
- 1) Personnel are given tasks to be performed to the full extent possible in terms of person-days per workweek;
 - 2) Personnel under WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers;
 - 3) Personnel have access to or are provided with appropriate communication equipment or facilities to facilitate coordination, consultation, and administrative processes. Provision for communication expense shall be provided pursuant to DO 17, s. 2019, DO 004, s. 2020 and OM-OSEC-2020-007, and subsequent issuances that may be issued for this purpose;
 - 4) Work schedule shall be guided by the following:
 - a) The eight (8)-hour workday shall be observed;
 - b) Flexible working hours shall still apply starting from 7:00 a.m. to 9:30 a.m. until 4:00 p.m. to 6:30 p.m.;
 - c) The time and attendance or the actual time log (in and out) shall be monitored as reflected in the **Office/School/CLC Workweek Plan** (Enclosure No. 2) and **Individual Daily Log and Accomplishment Report** (Enclosure No. 3) as approved by the head of office; and
 - d) No record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence.
- iv. In addition to personnel authorized to be under WFH arrangement, personnel who meet the following criteria shall be under WFH arrangement, except when their services rendered physically in the office/school are indispensable or when office work is already permitted for all:
- 1) Personnel who are 21 years old and below;
 - 2) Personnel who are 60 years old and above;
 - 3) Personnel who are at high risk of infection, including but not limited to pregnant women, those with immunodeficiency, comorbidities, or other health risks, illnesses and/or pre-existing medical conditions as enumerated in Item 4.b.ii of DM No. 043, s. 2020; COVID-19



- Suspect Case and COVID-19 Probable Case, including those who reside with the Suspect or Probable Case; and
- 4) Personnel who encounter difficulty reporting to office or school/CLC due to the imposition of strict home and/or local community quarantine, curfew, limited or no access to any available modes of transportation options, and/or other regulatory limitations on intermunicipality/city travel.
- b. **Skeleton Workforce (SWF)** – refers to the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic functions. In determining the composition of the skeleton workforce, heads of offices and school/CLC heads shall be guided by the following parameters:
- i. In the identification of the personnel who shall be included in the skeleton or physically reporting workforce, the individual personnel's roles and functions, health and safety conditions, and transportation arrangements, shall be considered:
 - 1) Personnel whose tasks can only be rendered within the office or school/CLC premises, may be required to physically report to their respective work stations.
 - 2) School/CLC personnel may be allowed to render services and perform tasks in the school/CLC premises when a WFH arrangement or online modality is not feasible based on the assessment of the SDO.
 - ii. Health and safety conditions and travel limitations shall be taken into consideration in identifying the personnel who shall form part of the skeleton workforce. Offices shall endeavor to provide transportation (e.g., office shuttles, transportation allowance) and accommodation (e.g., dormitories) support subject to existing guidelines.
 - iii. Issuance of a travel/office order approved by the head of office and IATF certification/pass, in addition to the DepEd ID for proper identification.
 - iv. The daily work schedule shall be guided by the following:
 - 1) For personnel physically reporting to the office/school/CLC, the workday may consist of six (6) hours on-site at the work station and two (2) hours on WFH arrangement. This is to allow sufficient time for travel given the imposition of curfew hours, limited access to transportation, and other regulatory limitations on the inter-zonal or cross-border travel;
 - 2) The time and attendance or the actual time log (in and out) shall be monitored using the log book or other Daily Time Record (DTR) mechanisms that will not require contact, and as reflected in the **Office/School/CLC Workweek Plan** (Enclosure No. 2) and **Individual Daily Log and Accomplishment Report** (Enclosure No. 3) as approved by the head of office; and
 - 3) No record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence.
- c. **Other Alternative Work Arrangements** – refers to work arrangements that are applicable/appropriate to DepEd's functions as well as the place of work other than the above-enumerated arrangements. The following alternative work arrangements may be adopted for DepEd:
- i. **Five-Day Physically Reporting Workweek on Two-week Shifting or Rotation** - it is a system of rotation of work that will ensure reduced



person-to-person contact and exposure, observance of the 14-day quarantine period due to probable exposure, and easier contact tracing if any personnel is infected or suspected to be infected.

Table 1. Illustrative Example of the Two-week Shifting or Rotation of Work

Batch	Week 1	Week 2	Week 3	Week 4
Personnel A, B, C	Physical Reporting	Physical Reporting	WFH	WFH
Personnel D, E, F	WFH	WFH	Physical Reporting	Physical Reporting

In this alternative work arrangement, heads of offices shall observe the following parameters:

- 1) A system of rotation shall be established such that an individual shall be in contact and exposed only to a specific person or group of persons;
- 2) Switching of rotation shall only be allowed under exceptional circumstances, such as but not limited to health, safety, or other compelling personal reasons;
- 3) The workforce is divided into two batches. The number of personnel physically reporting to work for each batch shall not exceed 50% of the total workforce.
- 4) After completing the two-week physical reporting rotation, the personnel shall observe home-quarantine for a period of 14 days or two (2) work weeks while reporting on a WFH basis;
- 5) Personnel shall be allowed to resume physical reporting to office or school only when there is no manifestation of any COVID-related or COVID-like symptoms; and
- 6) For personnel physically reporting to the office/school/CLC, the workday may consist of six (6)-hours on-site at the work station and two (2)-hours on WFH arrangement. This is to allow sufficient time for travel given the imposition of curfew hours, limited access to transportation, and other regulatory limitations on the inter-zonal or cross-border travel.

- ii. **Four-Day Physically Reporting Workweek and One-Day WFH on Weekly Shifting or Rotation of Work** - it is a system of rotation of work that will ensure reduced person-to-person contact and exposure, and observance of a period of home quarantine and self-monitoring following physical reporting to work, and easier contact tracing if any personnel is infected or suspected to be infected.

Table 2. Illustrative Example of the Weekly Shifting or Rotation of Work

Batch	Week 1	Week 2	Week 3	Week 4
Personnel A, B	Mon – Thu: Physical Reporting Fri: WFH	Mon – Fri: WFH	Mon – Thu: Physical Reporting Fri: WFH	Mon – Fri: WFH



Batch	Week 1	Week 2	Week 3	Week 4
Personnel C, D	Mon: WFH Tue – Fri: Physical Reporting	Mon – Fri: WFH	Mon: WFH Tue – Fri: Physical Reporting	Mon – Fri: WFH
Personnel E, F	Mon – Fri: WFH	Mon – Thu: Physical Reporting Fri: WFH	Mon – Fri: WFH	Mon – Thu: Physical Reporting Fri: WFH
Personnel G, H	Mon – Fri: WFH	Mon: WFH Tue – Fri: Physical Reporting	Mon – Fri: WFH	Mon: WFH Tue – Fri: Physical Reporting

In this type of alternative work arrangement, heads of offices and school/CLC heads shall observe the following parameters:

- 1) A system of rotation shall be established such that an individual shall be in contact and exposed only to a specific person or group of persons;
 - 2) Switching of rotation shall only be allowed under exceptional circumstances, such as but not limited to health, safety, or other compelling personal reasons;
 - 3) The workforce is divided into four batches. The number of personnel physically reporting to work for each batch shall not exceed 25% of the total workforce;
 - 4) Each batch shall physically report to work for four (4) days. After physically reporting to work, the personnel shall be required to be on home quarantine for a period of 10 calendar days while reporting on a WFH basis during workdays;
 - 5) Personnel shall be allowed to resume physical reporting to office or school/CLC only when there is no manifestation of any COVID-related or COVID-like symptoms; and,
 - 6) For personnel physically reporting to the office/school/CLC, the workday may consist of six (6)-hours on-site at the workstation and two (2)-hours on WFH arrangement. This is to allow sufficient time for travel given the imposition of curfew hours, limited access to transportation, and other regulatory limitations on the inter-zonal or cross-border travel.
- iii. Four-day (compressed) workweek, staggered working hours, or other alternative work arrangements as described in CSC MC No. 10, s. 2020 may also be considered.

Safe Return to Work

17. Heads of offices, and school/CLC heads shall implement the following precautionary measures in their areas of responsibility:



- a. Disinfection or decontamination of its buildings, facilities, and office vehicles.
- b. Disinfection should be part of the regular maintenance and upkeep of the office/school/CLC.
- c. Conduct of regular health status check to ensure that no one is exhibiting any of the symptoms of COVID-19 disease.
- d. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.

18. **Heads of offices, and school/CLC heads shall implement the required health standards at all times.**

19. Heads of offices, and school/CLC heads shall conduct meetings utilizing videoconferencing/teleconferencing technologies, whenever applicable, minimizing face-to-face interaction among personnel, and adhering to IATF and DOH restrictions on mass gatherings.

20. Heads of offices and school/CLC heads shall implement health/psychosocial support interventions to personnel like health and wellness sessions, stress debriefing, among others.

Performance Monitoring

21. Performance monitoring and attendance mechanism shall be followed regardless of the type of alternative work arrangement to be used.

Table 5. Summary of Alternative Work Arrangement Forms³

Document	Prepared by	Approved by	Submitted to	Schedule of Preparation
Office/School/CLC Workweek Plan (Enclosure No. 2)	Head of Functional Offices ⁴ or designated staff	Head of Office	Personnel Div./Section/Unit	Beginning of week
Individual Daily Log and Accomplishment Report (Enclosure No. 3)	Individual staff	Head of Office	Head of Office	End of week

22. Heads of functional offices, in consultation with the individual personnel, shall set the office workweek plan considering the type of alternative work arrangements adopted.

- a. An **Office/School/CLC Workweek Plan** (Enclosure No. 2), indicating the consolidated individual personnel's targeted deliverables and schedule based on the alternative work arrangement adopted by the office or school/CLC, approved by the Head of Office, shall be submitted to the respective Personnel Division/Units.

³ These forms will be submitted to Personnel Division/Section/Unit as supporting documents to monthly Daily Time Record (DTR) of personnel

⁴ For the entirety of these guidelines, "heads of functional offices" refer to division chiefs or unit heads. For Schools/CLCs, "heads of functional offices" refer to the School/CLC Heads.



- b. The individual personnel's performance target/s and expected output/s for each week shall be agreed upon by the personnel concerned and the head of the functional office or their immediate supervisor.
 - c. Prior to the opening of the school year, individual workweek plans and target outputs of teachers shall include the relevant tasks enumerated under the *Continuity of DepEd Programs and Services at All Levels* section of these Guidelines. Upon official opening of the school year, teachers shall perform tasks aligned with the learning delivery modalities adopted by their respective schools consistent with the BE-LCP and RPMS-IPCRF requirements.
23. Heads of functional offices shall ensure that all personnel are provided with appropriate tools and equipment to perform their respective functions whether on-site or off-site, and are given adequate information and orientation to understand the work arrangements and mechanisms adopted by the office.
24. Heads of functional offices shall monitor and oversee the individual personnel's performance and well-being.
- a. A monitoring and reporting mechanism shall be adopted to validate the performance of assigned work and functions, and ensure the delivery of committed tasks and outputs.
 - b. Regular alignment meetings within each functional office shall be done to ensure regular monitoring, reporting, and consultation as well as keeping track of individual personnel's health and well-being.
25. At the end of each workweek, the personnel shall be required to submit an **Individual Daily Log and Accomplishment Report** (Enclosure No. 3), indicating the accomplishment of agreed target and outputs as reflected in the Office/School/CLC Workweek Plan. The workweek plan and individual personnel's accomplished outputs shall be the basis of the weekly performance monitoring and assessment by the heads of the functional office or school/CLC or immediate supervisor/raters.
26. Heads of offices or school/CLC heads shall approve and certify the submission of the electronic copies of the enclosures with their digital/electronic signature, especially in cases where the individual personnel is under WFH arrangement or exempted to report as Skeleton/Physically Reporting Workforce. The individual personnel is allowed to sign the original printed copies when such is already feasible.

Work Hours

27. Section 5, Rule XVII of the Omnibus Rules Implementing Book V of EO 292 states that all government officials and personnel are required to render eight (8) working hours a day for five (5) days a week, or a total of 40 hours a week excluding time for lunch. In compliance thereto and to the provisions set forth in CSC MC No. 10, s. 2020, the guidelines in the succeeding section on Attendance Monitoring are adopted relative to work hours during this period of national emergency situation.

Attendance Monitoring

28. Attendance Monitoring shall be guided by the following:
- a. The time and attendance or the actual time log (in and out), regardless of alternative work arrangement, shall be monitored using the **Office/School/CLC Workweek Plan** (Enclosure No. 2) and **Individual Daily Log and Accomplishment Report** (Enclosure No. 3), as approved by the Head of Office.



- b. Personnel reporting for duty, whether on-site or off-site, shall check-in with their immediate supervisor through the agreed mode of communication to record their actual time log (in and out); and reflect the same in the **Individual Daily Log and Accomplishment Report** (Enclosure No. 3).
- c. No record of time log and accomplishment shall mean that no work has been rendered/performed for the day, thus subjecting the personnel to absence.
- d. Personnel shall ensure that they are available during the agreed working hours, and readily accessible through agreed modes of communication in order to respond to directives, requests, and queries.
- e. Aside from the submission of **Individual Daily Log and Accomplishment Report** (Enclosure No. 3), personnel assigned as skeleton/physically reporting workforce may also record the actual time log on the days they are physically reporting to work using the log book or other Daily Time Record (DTR) mechanisms that will not require contact. Use of biometric machines is highly discouraged during this period to minimize contact.
- f. The CSC Form 48 or the DTR of those who form part of the skeleton/physically reporting workforce shall reflect the report of the hours of work performed by the personnel, record of which was made daily at the time of arrival/time-in and departure/time-out from work station/office. The DTR, certified and approved by the Head of Office/Immediate Supervisor, shall be submitted to the Personnel Division/Section/Unit every 10th day of the succeeding month, together with the approved Individual Workweek Accomplishment Report.

Overtime Services with Pay

29. The rendition of overtime services and the corresponding remuneration, either through Compensatory Time Off or Overtime Pay, of personnel under the alternative work arrangements shall be in accordance with CSC and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2015 (*Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees*) and DO 30, s. 2016 (*Policies and Guidelines on Overtime Services and Payment in the Department of Education*) as amended by DO 5, s. 2019, as well as other relevant and applicable rules and regulations, subject to availability of funds and the applicable accounting and auditing procedures.

30. The Bureau of Human Resource and Organizational Development (BHROD) and the Finance Service shall recommend the guidelines on overtime services and their corresponding remuneration for these alternative work arrangements in light of the COVID-19 pandemic, in accordance with policies and guidance from the CSC, the DBM, and/or the Commission on Audit.

Leave of Absence

31. The Department shall adopt the provisions under CSC MC No. 08, s. 2020 or the *Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to Coronavirus Disease-2019 (COVID-19)*.

32. For teachers, COVID-19-related leave and/or absences beyond those that fall under excused absences pursuant to CSC MC No. 08, s. 2020 shall be charged against their accumulated service credits.

33. Personnel who underwent treatment for COVID-19 shall submit the following requirements to Personnel Division/Section/Unit upon return to work:

- a. Application for Leave of Absence duly approved by the head of office;



- b. Certificate issued by government/accredited physician that the personnel concerned submitted himself/herself for monitoring/investigation, as applicable; and
- c. Medical certificate declaring that the personnel concerned is cleared to report to back to work.

34. Personnel under WFH arrangement may still apply for leave of absences. Respective Personnel Division/Section/Unit shall allow online submission and processing of leave requests using electronic signatures, provided the concerned personnel/office used their respective official email address.

35. The respective Personnel Division/Section/Unit shall monitor the implementation of the use of leave credits for absences due to quarantine and/or treatment relative to COVID-19, pursuant to CSC rules and other existing and applicable guidelines. Heads of offices shall ensure that efficiency and productivity work standards are met, and that delivery of public service is not prejudiced during the required quarantine and/or treatment of concerned officials and personnel.

Holidays, Weekends, and Work Suspension

36. In case the duty or work schedule of personnel under alternative work arrangement falls on a regular holiday, special nonworking day, and/or work/class suspension, the required 40-hour workweek shall be considered as complied. However, if the personnel are required to render work during those days and on weekends, they should be entitled to additional compensation like overtime or compensatory time off, among others, subject to relevant and applicable government rules and regulations.

37. Teachers are not required to report for work on Saturday or Sunday, and learners shall work on assigned tasks for these day/s. However, should they render service through the conduct of distance learning activities as authorized by the SDSs, they shall be granted service credits authorized by the SDSs as well.

Hazard Pay

38. Personnel who physically report for work during the period of implementation of ECQ and MECQ shall be granted hazard pay pursuant to Administrative Order No. 26 (*Authorizing the Grant of Hazard Pay to Government Personnel Who Physically Report for Work During the Period of Implementation of an Enhanced Community Quarantine Relative to the COVID-19 Outbreak*) and Budget Circular No. 2020-1 (*Guidelines on the Grant of COVID-19 Hazard Pay*), and as guided by OUF Memoranda 2020-0128 and 2020-0170.

Additional Allowance

39. DepEd shall study the feasibility of providing other additional allowances to support the personnel in effectively carrying out the alternative working arrangements, subject to existing government rules and regulations on eligible expenses.

Technology and Equipment

40. Heads of offices and schools/CLCs shall ensure that personnel have access to or are provided with adequate and appropriate communication equipment or facilities, such as computer/laptop, facsimile, telephone, or mobile phone, and internet access to facilitate coordination, consultation, and administrative processes.



41. The use of DepEd official accounts in accessing online tools, such as G Suite and Microsoft Office 365, and Facebook Workplace, is highly encouraged to ensure secure data back-up and privacy protection.

42. Heads of offices and school/CLC heads shall ensure that personnel are capacitated/oriented on the online platforms and tools to support them in accomplishing their performance targets as indicated in the respective workweek plan.

Transportation Arrangements

43. For areas under ECQ and MECQ, DepEd offices and schools/CLCs are required to arrange/provide shuttle services or carpools for the transport personnel, who are part of the skeleton workforce, to and from their residence and workstations.

44. For areas under GCQ and MGCQ, DepEd offices and schools/CLCs shall, as much as practicable based on available resources, arrange shuttle services or carpools for the personnel who will be physically reporting to work.

45. Strict health and physical distancing measures shall be followed inside vehicles.

Monitoring and Reporting Templates

46. To ensure the smooth implementation of the alternative work arrangements, the following forms to be accomplished are attached to this Order:

Enclosure No. 2 - Office/School/CLC Workweek Plan; and

Enclosure No. 3 - Individual Daily Log and Accomplishment Report.

Monitoring and Evaluation

47. The BHROD in the Central Office, the Quality Assurance Division of the ROs and the School Governance Operations Division of the SDOs shall monitor compliance to the guidelines to ensure the unhampered delivery of basic education services in schools and in DepEd offices across governance levels. The BHROD shall lead in the review of the implementation of this Policy.

Effectivity and Transitory Provisions

48. This Order shall take effect immediately upon issuance and shall remain in force until the State of National Emergency has been lifted by the President. However, to avoid risks of exposure, and to allow for the proper determination and understanding of alternative work arrangements under these guidelines, the status quo on work arrangements for officials, teaching and nonteaching personnel in the entire DepEd nationwide is extended until June 21, 2020. All teachers in DepEd schools nationwide shall continue to work from home until June 21, 2020, except those authorized by the Regional Directors to render work in field or school in light of the ongoing enrollment, subject to strict observance of COVID-19 health and safety precautions.

49. All Undersecretaries, Assistant Secretaries, and Regional Directors shall supply the operational details in the implementation of these guidelines and shall submit a report to the Secretary, through the BHROD, on the work arrangements that they will adopt and implement beginning June 22, 2020 for monitoring and records purposes.

50. Provisions of these guidelines that become incompatible or inconsistent with any applicable future public health Guidelines or Directives by the DOH, IATF or the Office of the President, shall be amended accordingly.





**Enclosure No. 2 to Division Memorandum
 No. 137, s.2020**

OFFICE/SCHOOL/CLC WORKWEEK PLAN

To Personnel Division/ Section/ Unit:

In compliance with the DepEd Order No. 011, s. 2020, the **(DIVISION/OFFICE)** is hereby submitting the workweek plan for the period: **June 1-5, 2020.**

Name of Personnel/ Position	Pre-existing Health Condition and/or disease	Alternative Work Arrangement* Time and Period					Target Deliverables for the Week	Signature
		Mon	Tue	Wed	Thu	Fri		
Ex. Juan dela Cruz Administrative Officer V	Senior Citizen	Skeleton WF	WFH	Skeleton WF	WFH	Skeleton WF	1. Draft Memo re: xxxxxxxx 2. Prepare draft policy on xxx 3. Review related policies and references for xxx 4. Issue certifications for xxx 5. Review financial reports, and xxxx....	
		8AM-3PM	8AM-5PM	8AM-3PM	8AM-5PM	8AM-3PM		
Ex. Maria Charlyn Sarto Administrative Aide	Pregnant	Skeleton WF	WFH	Skeleton WF	WFH	Skeleton WF	1. Submit to accounting office the pending TEVs and xxx 2. Receive incoming documents 3. Submit report on xxx	
		8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM		
Ex. Mary Grace B. Macas Administrative Assistant II	None	2-Skel Shift (Week 1) WF	2-Week Shift (Week 1) skel	2-Skel Shift (Week 1) skel	2-Week Shift (Week 1) skel	2-Skel Shift (Week 1) skel		
		8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM		





In consideration of the situation of the following personnel who will not be able to perform and submit their Individual Workweek Accomplishment Report for reasons as stated, the undersigned request the payment of their salaries and benefits for the period of (Month-Date, 2020).

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Authorized Official or Personnel to serve as Skeleton Workforce	Justifiable Reason/s Not to be Able to Perform Tasks at Home	Signature
Ex. Jose Reyes	Utility Worker	None	No	Assigned to tasks that are dependent only on the office equipment and materials available in the office premises but do not belong to the identified essential or critical services.	
Ex. Julian Santos	Admin Aide	None	No	Assigned tasks that are dependent only on the normal condition in the office such as receiving and releasing of (hard copies) documents but do not belong to the identified essential or critical services.	

Submitted by:

(Name & Signature of Head of Functional Office)

Date:

Approved by:

(Name & Signature of Head of Office)

Date:





Enclosure No. 2 to Division Memorandum
No. 137, s.2020

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel: **Juan dela Cruz**

Division:

Bureau/ Service:

Date/s Covered:

Alternative Work Arrangement (*Indicate if 2-week shift)	Date and Actual Time Logs	Actual Accomplishments
Skeleton Workforce	6/1/2020 Time-in: 7:30 AM Time Out: 5:00 PM	Draft Memo Review xxxx
Work from Home	6/2/2020 Time-in: 7:00 AM Time Out: 6:00 PM	Prepare draft policy on xxx
Skeleton Workforce	6/3/2020 Time-in: 7:50 AM Time Out: 5:00 PM	Review related policies and references for xxx
Work from Home	6/4/2020 Time-in: 7:30 AM Time Out: 7:00 PM	Submit reports on xxx Process documents of xxx
Skeleton Workforce	6/5/2020 Time-in: 8:00 AM Time Out: 5:00 PM	Issue certifications for xxx Review financial reports, and xxx

Submitted by:

Approved by:

(Name & Signature of Personnel)

(Name & Signature of Head of Office)

Date:

Date:

