



July 6, 2020

DIVISION MEMORANDUM
NO. 141, s. 2020

REITERATION IN THE IMPLEMENTATION OF MEMORANDUM CIRCULAR NO. 10, S. 2020 AND IN COMPLIANCE TO DEPARTMENT OF EDUCATION ORDER NO. 011, S. 2020, THE REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENT (AWA) THIS PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC

To: All Teaching and Non-Teaching Personnel
This Division

1. Tangub City Division reiterates to adhere the Memorandum Circular (MC) No. 10, s. 2020 issued by the Civil Service Commission (CSC) and complies the DepEd Order No. 011, s. 2020, the Revised Guidelines on Alternative Work Arrangement in the Department of Education This Period of the State of National Emergency.
2. School Heads, Section Chiefs/ Heads of Offices are empowered to monitor and validate the following:
 - a. Strict observance of applicable public health measures and in the continuity of delivering DepEd essential services as well as to perform tasks with honesty, integrity and professionalism;
 - b. Office/ School/ CLC/ Work Week Plan (Enclosure No. 2 of Division Memorandum No. 137, s. 2020 dated June 7, 2020);
 - c. Individual Daily Log and Accomplishment (Enclosure No. 3 of Division Memorandum No. 137, s. 2020 dated June 7, 2020);
 - d. Follow judiciously what is stipulated in DepEd Order No. 011, s. 2020;
 - e. However, attendance of on line, zoom, conferencing of trainings/seminars but not limited to Webinar is counted as accomplishments. Thereby, proof of attendance/ performance has to be established and submitted at the end of the week to the School Heads/ Section Chiefs and likewise to this Office at the end of the month.
 - f. For further perusal and understanding, enclosure no. 3 and 4 which is annex A and B of DM-BHRODFO-2020-00198 is attached or visit Tangub City Division website www.depedtangub.net, facebook page





DepEd Tangub City or call (088) 545-0304.

3. Immediate dissemination and compliance is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

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MTA-MEM-2020-006
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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 8AM-3PM	WFH 8AM-5PM	Skeleton WF 8AM-3PM	WFH 8AM-5PM	Skeleton WF 8AM-3PM	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 xxxxx....	
		Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM		
Ex. Maria Charlyn Sarto Administrative Aide	Pregnant	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	1. Submit to accounting office the pending TEVs and xxx 2. Receive incoming documents 3. Submit report on xxx	
		2-Skel Shift (Week 1) WF 8AM-5PM	2-Week Shift (Week 1) skel 8AM-5PM	2-Skel Shift (Week 1) skel 8AM-5PM	2-Week Shift (Week 1) skel 8AM-5PM	2-Skel Shift (Week 1) skel 8AM-5PM		
Ex. Mary Grace B. Macas Administrative Assistant II	None	2-Skel Shift (Week 1) WF 8AM-5PM	2-Week Shift (Week 1) skel 8AM-5PM	2-Skel Shift (Week 1) skel 8AM-5PM	2-Week Shift (Week 1) skel 8AM-5PM	2-Skel Shift (Week 1) skel 8AM-5PM		
		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: _____

Approved by: _____

(Name & Signature of Head of Functional Office)
Date: _____

(Name & Signature of Head of Office)
Date: _____



Enclosure No. 3 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)

Date:

(Name & Signature of Head of Office)

Date:

ANNEX A: AWA SUMMARY GUIDE FOR HEADS OF OFFICES

A. Summary AWA based on Community Quarantine Classification

DEPED ORDER 11 S.2020 ALTERNATIVE WORK ARRANGEMENTS BASED ON COMMUNITY QUARANTINE CLASSIFICATION		
ECQ & MECQ	GCQ	MGCQ & Post-CQ Scenario
<p>Essential Services*: Minimal Skeleton Workforce, others Work-From-Home</p> <p>All Other Services: Work-From-Home</p> <p>Transportation Services: Offices/Schools/CLCs requiring physical attendance to work must provide transportation services</p>	<p>All services are classified as essential: Up to 50% of personnel physically reporting to work/on-site**, others Work-From-Home</p> <p>Highly recommend 5-day Physically Reporting Workweek on a 2-Week Shifting/ Rotation OR 4-Day Physically Reporting Workweek and 1-Day WFH on Weekly Shifting/Rotation</p> <p>Other appropriate combinations of On-Site and Work-From-Home arrangements (If the recommended shifting/rotation are not feasible)</p> <p>Transportation Services: To be provided based on available resources of the office/school/CLC</p>	<p>All services are classified as essential: Full Operational Capacity** using appropriate combinations of On-site and Work-From-Home arrangements (shifting / rotation highly recommended)</p> <p>Transportation Services: To be provided based on available resources of the office/school/CLC</p>
<p>STRICTLY WORK-FROM-HOME REGARDLESS OF CQ:</p> <ul style="list-style-type: none"> ○ Personnel-at-risk and with health conditions: ○ 60 years old and above (21 years below) ○ With immunodeficiency, comorbidities, or other health risks ○ Pregnant women ○ COVID-19 Suspect and Probable Cases ○ Personnel with transport and border limitations 		

* Essential Services (listed in Item 7 and 10 of DO 11, s. 2020)
 ** IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, Section 1 Item 14: Operational capacity refers to the maximum number of employees/workers who can be permitted or required to physically report to work on-site in a particular office/establishment as may be allowed by Minimum Public Health Standards including physical distancing protocols

B. Approval Process on determining the Applicable AWA

