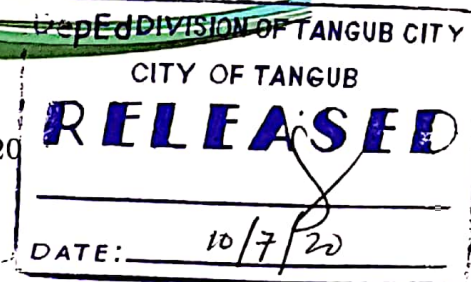




Office of the Schools Division Superintendent

October 7, 2020

DIVISION MEMORANDUM
NO. 229, s. 2020



**ALTERNATIVE WORK ARRANGEMENT FOR THE EMPLOYEES
OF DEPED TANGUB CITY DIVISION IN THE LIGHT
OF COVID-19 PANDEMIC**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
District In-Charge (DICs)
Public Elementary & Secondary School Heads
Division Office Personnel
This Division

1. To ensure continuous delivery of services to the public without risking the health of every DepEd Personnel and in pursuant to Civil Service Memorandum Circular No. 10, s. 2020 RE 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, this Office implements the Alternative Work Arrangement in the Light of COVID-19 Pandemic.

2. The Office shall be guided by the framework enumerated in paragraph 3.5.a of the above-mentioned CSC Memorandum Circular, which is read as:

“Agencies may adopt other alternative work arrangement that are appropriate/applicable to their functions as well as their place of work other than the above-mentioned work arrangements.”

3. All DepEd Personnel shall work and report daily onsite. Exemptions apply to the following personnel, to wit:

a. Employees who are 60 years old and up, pregnant and below 60 years old who have illness and/or pre-existing medical conditions making them high risk to COVID-19 shall work from home the whole week with pay.

b. Employees with family members or those who are living in a household with members who are considered as Authorized Person Outside Residence (APOR) and frontliners shall work from home the whole week with pay.

4. To facilitate the implementation of the work-from-home arrangement, all chiefs and section heads shall ensure the following:

a. The employees are given tasks to be performed to the full extent possible in terms of man-days per work week.

b. Employees under work-from-home shall make themselves available during the work hours that they are at home.





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

c. Weekly accomplishment reports are submitted.

5. Observance of the health standard protocols at all times such as wearing of face masks, face shields, social/physical distancing, taking of body temperature and taking/following sanitation or disinfection procedures in the Office is strongly directed.

7. This work arrangement shall remain in force until further notice from this Office.

6. Immediate dissemination of this Memorandum is enjoined.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

