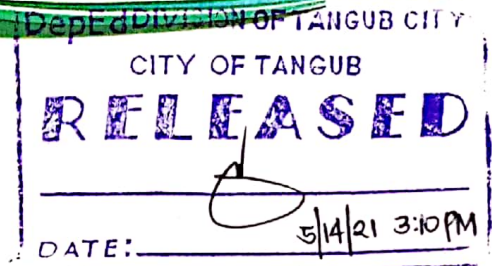




May 14, 2021



**DIVISION MEMORANDUM**  
No. 98, s. 2021



**ALTERNATIVE WORK ARRANGEMENT TO ALL DIVISION OFFICE PERSONNEL**

To: Office of the Schools Division Superintendent  
School Governance and Operations Division  
Curriculum Implementation Division  
This Division

1. The Province of Misamis Occidental is classified under Modified General Community Quarantine. Accordingly, an Executive Order No. 36 s, 2021 was issued last May 10, 2021 from the Office of the Provincial Governor re: An Order Regulating Mass and Public Gatherings in the Province of Misamis Occidental.
2. Gatherings that are essential for the provision of government services shall be allowed up to fifty percent (50%) capacity only.
3. Therefore, senior citizens, pregnant women, members of the family that belongs to an Authorized Persons Outside their Residence (APOR), members of the family who are exposed to people like Drivers etc. are required to apply on a work-from-home arrangement starting May 24, 2021 for the entire duration of provincial-wide community quarantine.
4. The implementation of an online login and logout for personnel under alternative work-from-home arrangement will remain effective as advised. However, they are required to open or login to their MS Teams account from 8:00 AM – 5: 00 PM, Monday-Friday, for speedy monitoring and dissemination of information.
5. Submission of reports and other work related documents should be sent through an email by scanning the documents to minimize exposure and eliminate the threat of COVID-19.
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent 

AEC/ drd

