



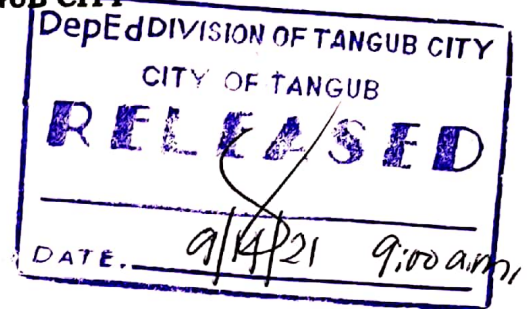
September 14, 2021

DIVISION MEMORANDUM

No. 242 s. 2021

WORK FROM HOME ARRANGEMENT TO ALL SECONDARY AND ELEMENTARY SCHOOLS IN THE DIVISION OF TANGUB CITY

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Public Elementary and Secondary School Heads
All Others Concerned
This Division



1. The Covid-19 cases have been potentially increased in the City of Tangub despite of the efforts of controlling its contamination. Thus, this Office requires all teaching and non-teaching in both secondary and elementary schools in the Division of Tangub City not to report and relatively continue doing their tasks through a work from home arrangement to avoid physical interaction among the employees and to ensure health protection of all the DepEd personnel.
2. Online login and logout for the daily time record (form 48) is strictly advised. Furthermore, personnel are required to submit a workweek plan and weekly accomplishments as mode of verification to support the attendance.
3. Immediate dissemination of this Memorandum to all concerned is enjoined.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/ drd 09-14-21

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