

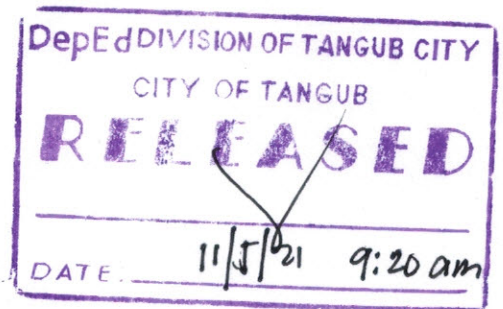


November 03, 2021

DIVISION MEMORANDUM
No. 323, s. 2021

FLEXIBLE WORK ARRANGEMENT FOR ALL DEPED PERSONNEL

To: Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public Elementary and Secondary School Heads
This Division



1. The Local Government Unit of the Province of Misamis Occidental released an Executive Order No. 140, s. 2021 re: An Executive Order Adopting the Applicable Guidelines for areas under Alert Level 2 provided in the guidelines on the implementation of Alert Levels system for COVID-19 response in pilot areas.
2. Accordingly, this Division enjoined all Offices and DepEd teaching and non-teaching personnel to adhere with the guidelines clearly stipulated in the said Executive Order.
3. Schools, offices, and sections with more than thirty personnel are advised to adopt the flexible work arrangement to maintain safety measures against the outspreading Covid-19 virus effective November 4, 2021. Additionally, for schools, offices, and sections with less than thirty personnel can physically report to their respective stations with strict compliance of the minimum public health standards.
4. A copy of work schedule is required for those schools adopting the flexible work arrangement and submit those to the HR section.
5. Personnel under flexible work from home arrangement are required to submit a workweek plan and weekly accomplishments and register attendance thru online login and logout.
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

