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	DIVISION MEMORANDUM		Name of Office: **OSDS-OASDS**

DepEd DIVISION OFFICE BAGUIO CITY
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RELEASED

Office of the Superintendent
Division Order Number 168, s. 2020

GUIDELINES FOR THE ALTERNATIVE WORK ARRANGEMENTS IN THE DIVISION

TO: ALL SDO PROPER EMPLOYEES
ALL PUBLIC SCHOOL HEADS
ALL SCHOOL NON-TEACHING PERSONNEL

1. In line with the CSC MC no. 07, s. 2020 on Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922, this office implements the alternative work arrangements as a precaution against the coronavirus disease 2019 (Covid-19) threat.

2. To ensure the continuous delivery of service, the office has come up with the following internal guidelines:

   a. Employees with regular eight (8) working hours per day from Monday to Friday may adopt the **Four-day Workweek**; hence, the number of work hours per day is increased to ten (10) hours.
   Work schedules (inclusive of one-hour lunch break): 7:00AM to 6:00PM
   8:00AM to 7:00PM

   b. Employees may also adopt the **Flexible Working Hours (Five-day Workweek)** which starts from 7:00AM to 9:30AM and ends from 4:00PM to 6:30PM, provided the eight (8) hours of work per day from Monday to Friday be completed.

   c. An employee who reports for work beyond the specified time of entry shall be considered tardy, and those who do not complete 10 hours (four-day workweek) or eight (8) hours (Flexible working hours) in one workday shall be considered undertime.

   d. SDO proper employees and school heads (IUs and Non-IUs) shall submit their preferred work schedule whether **four-day workweek specifying the time of entry and retiring time** or **flexible working hours** (5-day workweek) to the Administrative Office.

   e. The School Heads shall be responsible for the work arrangements of the **non-teaching personnel** TEACHING RELATED **in their respective schools** to ensure that the normal workweek is maintained.

3. The alternative work arrangement shall remain in force until the proclamation is lifted.

4. For information, guidance and compliance.

MARIE CAROLYN B. VERANO, CESO V
School Division Superintendent