



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent

April 23, 2020

Office Memorandum 15, s. 2020

**ESTABLISHMENT OF THE FOUR-DAY WORKWEEK AND SHIFT WORK IN
THE DIVISION AMID COVID-19 THREAT**

TO: ALL SDO EMPLOYEES

1. Pursuant to CSC MC no. 07, s. 2020 and DepEd Memorandum 043, s. 2020 and relative to the issuance of Division Memorandum 168, s. 2020 on the Guidelines for Alternative Work Arrangements in the Division, this office refines the pervious internal guidelines to ensure continuous delivery of public service with due observance of social distancing policy and other preventive health measures.
2. To address the above-cited concern and to adhere with the Department's directive on office operations of eight (8) hours a day from Monday to Friday of each week, the office has established the following mechanisms:
 - a. Four-Day Workweek or 4/10 - an employee works for 4 days with 10 hours a day.
Work schedule:
 - a.1. Monday to Thursday: 7AM - 6PM
 - a.2. Tuesday to Friday: 8AM - 7PM
 - a.3. Monday, Tuesday, Thursday and Friday: 7AM-6PM
 - a.4. Monday to Wednesday, Friday: 8AM-7PM
 - a.5. Monday, Wednesday, Thursday and Friday: 7AM-6PM
 - b. Shift Work or 32+8-hour work week - employees work for **8 hours a day (from 8:00AM to 5:00PM) for 4 days at the office and 1-day Work From Home.**
Work schedule:
 - b.1. Monday to Thursday
 - b.2. Tuesday to Friday
 - b.3. Monday, Tuesday, Thursday and Friday
 - b.4. Monday, Tuesday, Wednesday and Friday
 - b.5. Monday, Wednesday, Thursday and Friday

The 1- day WFH arrangement will be output-based. Work plan and accomplishment report shall also be required. Moreover, the conditions to factor in for this scheme are:



- a. Work behavior and performance feedback during the ECQ from the immediate head. The employee was able to send quality outputs on time. This is a major consideration.
 - b. List of employees who will assist clients on behalf of those who are on scheduled WFH
 - c. strong broadband connection; no provision of load allowance
 - d. with laptop/pc
 - e. reached anytime of the day
3. The Division shall also ensure the observance of COVID-19 Rules in the Conduct of Activities in schools and the Division Office such as the following:
 - 3.1. Events such as seminars, workshops, school and DO competitions will strictly adhere to physical distancing;
 - 3.2. Events will be limited to 30 and less participants at the DO training hall, venues procured for seminars observing physical distancing;
 - 3.3. Meetings requiring physical presence will at most last for 30mins to 1 hour and teleconference/webinar is highly encouraged;
 - 3.4. All proponents for activities must ensure the availability of alcohol and other sanitizing equipment in toilets and training halls; and
 - 3.5. Faculty rooms, classrooms and offices must have sanitizing sprays to disinfect frequently touched objects.
 4. All employees are requested to fill-out the survey on preferred alternative work scheme through <https://forms.gle/.51Cqdk1m2rAvmiu5> on or before April 24, 2020.
 5. Earlier issuance on the matter that is inconsistent herewith is hereby amended accordingly.
 6. For information, guidance and compliance



MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services

To be indicated in the Perpetual Index:

under the following subjects:

4 DAY WORK WEEK
SURVEY

WORK FROM HOME
COVID-19

