



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

Office of the Superintendent

May 15, 2020

**Division Memorandum 211, s.2020**

**EMPLOYEES' WORK ARRANGEMENT FOR THE REMAINING WEEKS OF MAY 2020**

TO: ALL EMPLOYEES

1. To ensure the implementation of social distancing measures after the Enhanced Community Quarantine, this office adopts the Alternative Work Arrangements pursuant to CSC MC 10, s. 2020 particularly item 2.5 (Other Alternative Work Arrangements) for the remaining weeks of May 2020.
2. Other Alternative Work Arrangements, as defined in the above circular, refer to work arrangements consisting of a combination of work arrangements enumerated in said circular or other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and the nature of work/job performed by the employee/s.
3. The work schedule of employees shall commence on May 18 and ends on May 29 unless revoked earlier and/or may be extended depending on the circumstances.
4. The work schedule of employees in the Division Office Proper shall be a combination of two/three-day per week physical reporting and three/two-day per week work-from-home. The chiefs of each functional division and unit heads of the OSDS shall submit the work schedule of their respective offices for the covered period for review and approval. *(To illustrate the scheme, for the Cash Unit which is manned by two personnel, for the period May 18 to 22, 2020, if Personnel 1 will report to the office on M-W-F, she will render work from home on T-Th; Personnel 2 will then render work from home on M-W-F and report to the office on T-Th. They will switch schedule and scheme for the period May 25 to 29, 2020.)*
5. School personnel (school heads, head teachers, teaching related and non-teaching staff) shall report to school adopting the same scheme as stated in item (4) in preparation for the resumption of school operations, except in the exigency of service, if the school personnel concerned is scheduled to work from home but needs to report in the school, said personnel must comply. The school head shall submit the work schedule of the said personnel to the Division Office through their respective public school district supervisors, for review and approval.
6. The school head shall ensure the observance of physical distancing requirements, thus providing the staff work areas such as learning centers, classrooms and others. **School**



**Heads, together with the assigned Nurse/Health Worker, are directed to prepare Health Guideline Manual for their respective schools.**

7. The following are the parameters in the implementation of this alternative work arrangement:

7.1. For Division Office employees, they shall render service adopting a combination of work arrangements such as two-day or three-day workweek, two-day or three-day per week work-from-home and school visits/field works (if applicable) to complete the 40-hour workweek. **Nonetheless, employees with no gadgets and/or weak internet connection and work from home is not possible (no outputs) shall render service in all the days of the workweek or to report to office following the four-day (compressed) workweek arrangement.**

7.2. For the school personnel, they shall render service adopting a combination of work arrangements such as two-day or three-day workweek, two-day or three-day per week work-from-home to complete the 40-hour workweek. If a school personnel need to attend a webinar, as much as possible, s/he will schedule the same during her/his work-from-home schedule, otherwise, s/he should make arrangement with other personnel after the approval of the school head, for a swapping of schedule. The school head shall ensure that personnel will man the school at all times of school operation with equal or with a difference of one (1) in the number of personnel every day from May 18 to 22, and 25 to 29, 2020. In addition, the webinars to be attended should be necessary and with school-related importance approved by this office and refrain from proposing a one-time schedule of webinars for all the school personnel. **Nonetheless, school personnel with no gadgets and/or weak internet connection and work from home is not possible (no outputs) shall render service in all the days of the workweek or to report to office following the four-day (compressed) workweek arrangement.**

7.3. Employees (SDO and Schools) on workweek schedule shall man the office with the following time arrangements:

- a. 7:00 a.m. – 4:00 p.m.
- b. 7:30 a.m. – 4:30 p.m.
- c. 8:00 a.m. – 5:00 p.m.

For the four-day work week arrangement, the following are the time arrangements:

- a. 6:30 a.m. – 5:30 p.m.
- b. 7:00 a.m. – 6:00 p.m.
- c. 7:30 a.m. – 6:30 p.m.

7.4. Employees under work-from-home shall make themselves available during the work hours that they are at home.

7.5. Employees visiting the schools shall prepare their itinerary and secure certificate of appearance from the school head or authorized representative.

7.6. Employees who are below 21 years old and those who are 60 years old or above 60, as well as those with immunodeficiency, comorbidities, or other health risk, or living with someone who is under such medical condition, and pregnant women, shall be under work-from-home arrangement except when their services are indispensable under the circumstances or when office work is permitted, adopting the same scheme as stated in item (4).



- 7.7. Work-from-home arrangement shall be output-based, thus employees are required to submit weekly **approved work plans** and weekly **accomplishment reports**.
8. This memorandum is a supplemental internal guideline to the previously issued Office Memorandum No. 15, s. 2020.
9. 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:



WORK FROM HOME  
GCQ

WFH ARRANGEMENT  
NEW NORMAL

COVID-19

