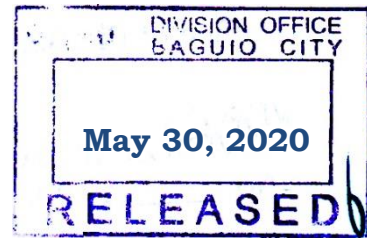




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 29, 2020

Office of the Superintendent
Division Memorandum Number 221, s. 2020

EMPLOYEES WORK ARRANGEMENT FROM JUNE 1 - 11, 2020

TO: ALL EMPLOYEES

1. Due to the extension of the City's condition under General Community Quarantine, this office implements the Alternative Work Arrangements pursuant to CSC MC 10, s. 2020, specifically item 2.5 (Other Alternative Work Arrangements) from June 1 – 11, 2020.
2. The covered employees are all personnel in the Division Office proper and school personnel (school heads, head teachers, teaching related and non-teaching staff), except as otherwise herein provided.
 - 2.1 For the school personnel, the school head shall submit (online submission) the work schedule of the said personnel to the Division Office through their respective public schools district supervisors, for review and approval;
 - 2.2 For all public teachers, Item (4) of DepEd Memorandum No. 054, s. 2020 issued by Sec. Leonor Magtolis-Briones on May 29, 2020 shall apply;
 - 2.3 SEF-paid medical staff are directed to report at St. Vincent Gymnasium to man the City Government of Baguio's triages. Schedule of reporting shall be coordinated directly by the said staff to the said local government's office; and
 - 2.4 SDO's medical and dental staff shall report to the Division Office for three days at most and visit the schools where assigned for at least two days, in a week.
3. The school head shall ensure the observance of physical distancing requirements, thus providing the staff work areas such as learning centers, classroom and others. The Health Guideline Manual prepared pursuant to Division Memorandum No. 211, s. 2020 shall still be in effect.
4. The work schedule of employees shall commence on June 1 and ends on June 11 unless revoked earlier and/or may be extended depending on the circumstances.
5. The following are the parameters in the implementation of this alternative work arrangement:
 - 5.1 Employees shall render service adopting a combination of work arrangements such as three-day workweek and two-day work-from-home, and school visits/field works (if applicable) to complete the 40-hour workweek. **However, identified 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.**

5.2 Employees who are on physical reporting shall man the office with the following time/day arrangements

- a. 6:30 a.m. – 3:30 p.m.
- b. 7:00 a.m. – 4:00 p.m.
- c. 7:30 a.m. – 4:30 p.m.
- d. 8:00 a.m. – 5:00 p.m.
- e. 8:30 a.m. – 5:30 p.m.

From June 1 to 5:

- a. M T F
- b. M W F
- c. M W Th
- d. M T Th
- e. M T W
- f. T W F
- g. T Th F
- h. T W Th
- i. W Th F

From June 8 to 11:

- a. M T W
- b. M T Th
- c. T W Th
- d. M W Th

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.

5.3 Employees on WFH arrangement are required to submit **work plan before their scheduled WFH and daily accomplishment reports to their immediate supervisor;**

5.4 If a school personnel needs to attend a webinar, as much as possible, s/he will schedule the same during her/his WFH 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. 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 for all the school personnel;

5.5 Employees under WFH shall make themselves available during the work hours that they are at home;

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

5.7 Employees who are below 21 years old and those who are 60 years old or above, 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 WFH arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

5. For information, guidance and compliance.

MARIE CAROLYN B. VERANO, CESO V
School Division Superintendent