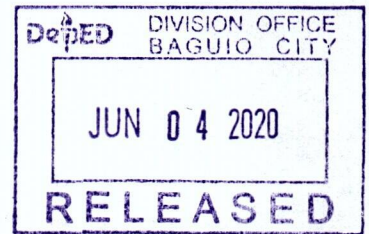




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



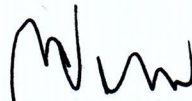

June 04, 2020

Office of the Superintendent  
Division Memorandum Number 229, s. 2020

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 144, S. 2020, RELEASED 03 JUNE 2020**  
**RE: INTERIM GUIDELINES FOR WORK ARRANGEMENT IN OFFICES AND SCHOOLS**  
**IN THE DEPED-CAR**

TO: SDO Proper Employees  
Public School Heads  
All others concerned

1. For the information and guidance of all concerned, enclosed is Regional Memorandum No. 144, s. 2020, re: Interim Guidelines for Work Arrangement in offices and Schools in the DepEd-CAR.
2. Division Memo No. 221, s. 2020, particularly on work from home for SDO proper employees, will still be enforced **however only to the identified individuals** (item 5.7). All others shall follow RM No. 144, s. 2020.
3. Further details shall be posted to your official group chats in the future.
4. Immediate dissemination of this memorandum is hereby enjoined.

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent 





Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

June 1, 2020

**DEP-ED-CAR**  
 JUN 03 2020  
 RECEIVED

**REGIONAL MEMORANDUM**  
 No. 144-2020

**INTERIM GUIDELINES FOR WORK ARRANGEMENT IN OFFICES AND SCHOOLS IN THE DEPED-CAR**

To: Schools Division Superintendents  
 School Heads of Public Schools  
 All Others concerned

1. With the issuance of the Inter Agency Task Force (IATF) for the Management of Emerging Infectious Diseases placing CAR, among others, under Modified General Community Quarantine (MGCQ), and referring from the guidelines for areas placed under MGCQ, as well as in compliance with Department issuance, the following interim guidelines shall be adopted in the Regional Office, Schools Division Offices, and Schools:

**A. Regional Office and Schools Division Offices:**

A.1 Physical Work in the Regional Office and Schools Division Offices shall resume in full operational capacity;

A.2. Employees who are 60 years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, shall be on work from home arrangement but may be required to report when their services/presence is needed in the Office. This arrangement is subject to the submission of the employee of a work week plan and weekly accomplishment report (see **Enclosures 1 & 2** of this memo) in coordination with the Chief of Division and the Head of Office;

A.3 Employees who are on work-from-home shall make themselves available during Office hours;

A.4 Considering the factors which may affect the access of employees to and from work station to their residence, the Office shall provide reasonable transportation and lodging support to employees;



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Cordillera Administrative Region

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**B. Schools**

B.1 Teachers and School Personnel shall be on Alternative Work Arrangement adopting the Work From Home and Skeleton Workforce arrangement (per DepED Memo No. 054, s. 2020);

B.2 School Heads, in coordination with the teachers and personnel, shall schedule the days when the teachers and personnel will serve as skeleton workforce in the school and when they will be on work from home. The schedule shall be signed by the school head and submitted for approval of the Schools Division Superintendent.

B.3 School Heads shall assign work from home tasks to teachers and personnel to ensure their participation in the remote enrollment activities;

B.4 Work From Home arrangement is subject to the submission of weekly work plan and work accomplishment (see **Enclosures 1 & 2** of this memo) ;

B.5 Teachers/personnel who are on work-from-home shall make themselves available during Office hours;

B.6 The Head of Office shall ensure that applicable support mechanisms for the teachers and personnel while on Alternative Work Arrangement are provided (Section 4.0 of CSC MC 10, s. 2020).

2. Minimum public health standards as prescribed by the DOH and such other protocols issued by appropriate government agencies should be observed at all times.
3. This work arrangement shall be adopted effective June 1, 2020.
4. For information, guidance, and compliance.

  
**MAY B. ECLAR PhD., CESO V**  
Regional Director

ORD/MBE/aaa

References:

- IATF Res. No. 41
- Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines
- CSC MC 10, s. 2020
- DM 054, s. 2020



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