



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

February 3, 2021

Division Memorandum
No. 036 , s. 2021

**REITERATION ON THE IMPLEMENTATION OF EXISTING GUIDELINES ON
ALTERNATIVE WORK ARRANGEMENT (AWA) IN THE SCHOOLS DIVISION OF
BAGUIO CITY**

To: All Chief Education Supervisors
SDO Personnel
School Heads
Others concerned

1. Pursuant to Regional Memorandum No. 367, s. 2020 Re: *Implementation of Work Arrangement in DepEd-CAR* consistent with CSC MC No. 18, s. 2020 or the *Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic* and in view of the GCQ status of Baguio City from February 1 – 28, 2021, this Office hereby reiterates the implementation of the provisions under the aforementioned issuances, to wit:

1.1. Alternative Work Arrangement

Division Office and Schools may adopt any or a combination of the following alternative work arrangements based on the prevailing community quarantine classification:

- a. Work-from-Home – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.
- b. Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible;
- c. Four-day (Compressed) Workweek – refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week;
- d. Work Shifting/Flexible (Staggered) Working Hours – refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time; and
- e. Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements subject to the prevailing community quarantine in the area where the agency is located and appropriate/applicable to the agency mandate/functions.



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1.2. Parameters

To ensure the continuous delivery of service in the implementation of Alternative Work Arrangement which is applicable to all teaching and non-teaching personnel, the following parameters are to be observed:

- a. Employees under work-from-home shall be given tasks to be performed to the full extent possible in terms of man-days per work week, **and make themselves available during the work hours that they are at home;**
- b. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, pregnant women, nursing mothers, and persons with disabilities (PWDs), and are residing in areas placed under ECQ, MECQ, GCQ and MGCQ shall be under work-from-home arrangement, **except when their services are indispensable under the circumstances or when office work is permitted.** The said work arrangement shall also be made available to those living with the aforementioned persons and living in area under ECQ, MECQ and GCQ;
- c. Employees assigned as skeleton workforce shall be entitled to Compensatory Overtime Credit/Overtime Pay for hours rendered beyond the normal 8 hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015, as amended and other related civil service, budgeting, accounting and auditing rules and regulations.
- d. Employees adopting the 4-day workweek in combination with other alternative work arrangement/s shall comply with the required 40-hour workweek;
- e. Employees may adopt work shifting/flexible working hours appropriate/applicable to their mandate/functions regardless of community quarantine classification; and
- f. Employees may adopt a combination of said work arrangements such as three-day workweek and two-day work-from-home arrangement to complete the 40-hour workweek or the following work arrangements as identified and described in DO No. 11, s. 2020:
 - i. Five-Day Physically Reporting Workweek on Two-week Shifting or Rotation
 - ii. Four-Day Physically Reporting Workweek and One-Day WFH on Weekly Shifting or Rotation of Work
- g. Flexible working hours during the implementation of the alternative work arrangement shall be applied starting from 7:00 a.m. to 9:30 a.m. until 4:00 p.m. to 6:30 p.m. Schedule is subject to the recommendation of the immediate supervisor for approval of the head of office or his/her representative.



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- 1.3. Precautionary Measures
The following activities and precautionary measures shall be employed:
 - a. Regular disinfection or decontamination activities on all buildings, facilities and office/school vehicles;
 - b. Physical distancing requirements for alternative work arrangements that require physical presence in the office premises;
 - c. Observance of minimum health standards protocol at all times such as wearing of face masks, face shield, taking of body temperature, and presence of sanitation stations and other appropriate PPE;
 - d. Use of Videoconferencing/teleconferencing in conducting meetings and other activities to minimize face to face interaction.

3. Implementation of the **performance monitoring and attendance mechanism** (DO No. 11, s. 2020 item 21) shall also be observed. To reduce person-to-person contact/exposure and to continue the adoption of austerity measures, the submission of **office/school work plan (Enclosure No. 1)** indicating the consolidated individual targeted deliverables and schedule, based on the Daily Plan of Activities (DPA) will be **monthly** instead of **weekly**. Said plan shall be submitted a week prior to its application. For easier monitoring of personnel, the data on the number of employees physically reporting and working from home (**Enclosure No. 2**) shall be accomplished. **Individual accomplishment report/s (Enclosure No. 3) during work-from-home arrangement** is likewise required to be submitted at the end of each month.

4. The following forms to be accomplished are attached to this memorandum:
 - Enclosure No. 1 – Office/School Monthly Work Plan
 - Enclosure No. 2 – Data on the number of employees physically reporting and working from home
 - Enclosure No. 3 – Individual Monthly Work From Home Accomplishment Report

4. For information, guidance and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 



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Name of School _____
 District _____

I. Monthly Work Plan
 Month: _____

Name of Personnel	Pre-existing Health Condition and/or Disease	Date	Alternative Work Arrangement					Target Deliverables	Signature
			Monday	Tuesday	Wednesday	Thursday	Friday		
1. Employee, One		e.g. Feb. 8-12, 2021	*PR or WFH (time)	*PR or WFH (time)	*PR or WFH (time)	*PR or WFH (time)	*PR or WFH (time)	Specify, quantify	
		Feb. 15-19, 2021							
		Feb. 22 - 26, 2021							
2. Employee, Two		Feb. 8-12, 2021							
		Feb. 15-19, 2021							
		Feb. 22 - 26, 2021							

Prepared by: _____ <i>Principal</i> Date: _____ <i>Note: PR – Physical Reporting WFH – Work from Home</i>	Recommending Approval: _____ <i>PSDS</i> Date: _____	Approved: <p style="text-align: center;">CHRISTOPHER C. BENIGNO <i>Officer – in – Charge</i> Assistant Schools Division Superintendent</p> Date: _____
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Name of School
District

II. Data on the Number of employees physically reporting and working from home.

No. of Employees: __

Month: _____

Week	Monday		Tuesday		Wednesday		Thursday		Friday										
	Physical Reporting		WFH		Physical Reporting		WFH		Physical Reporting		WFH								
	n	%	n	%	n	%	n	%	n	%	n	%							
e.g. Feb. 8-12, 2021																			
Feb. 15-19, 2021																			
Feb. 22-26, 2021																			

<p>Prepared by:</p> <p>_____</p> <p style="text-align: center;"><i>Principal</i></p> <p>Date: _____</p>	<p>Recommending Approval:</p> <p>_____</p> <p style="text-align: center;"><i>PSDS</i></p> <p>Date: _____</p>	<p>Approved:</p> <p style="text-align: center;">CHRISTOPHER C. BENIGNO <i>Officer – in – Charge</i> Assistant Schools Division Superintendent Date: _____</p>
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