

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

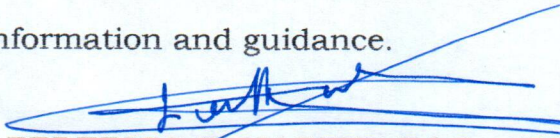
**ADVISORY**

**Date:** 24 November 2021

**To:**  
All SDO-Personnel  
School Personnel

**Subject: INDICATIVE WORK FROM HOME ARRANGEMENT**

1. The data and information gathered during the Core Group Meeting, feedbacks during the school visits, information monitoring, and analogous Means of Verification, revealed that adjustments had been made on the prepared Work From Home Arrangement Plan in some cases due to unprecedented needs.
2. Likewise, the latest data on covid cases in the City show a significant decrease.
3. Further, the month of December, being the last month of the Calendar Year demands more tasks and reports to be accomplished.
4. Hence, SDO and School personnel are hereby enjoined to label their Work From Home Arrangement as **Indicative WFHA Plan** which means that the WFHA Plan is resilient in nature, not absolute and can be deviated upon based on need for Physical Reporting at any day (s) or week (s) and Physical Reporting can be increased up to 75% during those day (s)/week(s) provided there are no covid cases in the school/Division during the said day(s)/week(s). Otherwise, the deviation from the Indicative WFHA Plan shall be limited merely to Physical Reporting and WFH adjustment, i.e., schedule for WFH can be turned into PR and vice-versa.
5. This does not rescind the previously issued Division Memoranda relative to WFHA but merely acts as suppletory to make the unprecedented adjustment(s) in order. Therefore, prepared WFHA Plan using the said Memoranda shall still be in effect and shall be used as a baseline.
6. Personnel who are on WFHA shall strictly work from their homes.
7. For Information and guidance.

  
**FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**  
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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