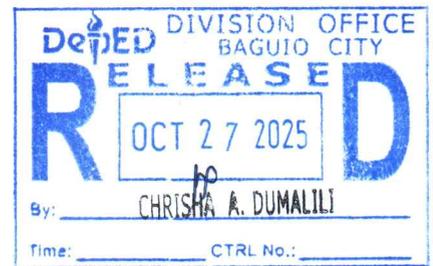




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



October 27, 2025

DIVISION MEMORANDUM  
No. **688-2025**

**ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL  
DURING THE MID-YEAR BREAK/WELLNESS BREAK**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
OSDS Section Heads  
Public Schools District Supervisors  
Public School Heads  
All Others Concerned

- Relative to the Memorandum issued by the DepEd Central Office dated October 24, 2025, on the adoption of the work-from-home (WFH) arrangement for non-teaching personnel during the Mid-Year Break/Wellness Week on October 27-30, 2025, this Office hereby adheres to the said directive and reiterates the following provisions for strict compliance:
  - Non-teaching personnel may be allowed to render services through a WFH arrangement for a maximum of two (2) days within the said period, subject to the approval and discretion of the Head of Office (Schools Division Superintendent) and in accordance with DepEd Order No. 4, s. 2025.
  - Continuity of services must be ensured by maintaining a skeleton workforce on-site to attend to urgent and essential transactions.
  - The Head of Functional Office (Division Chiefs, Section Heads, and School Heads for schools with non-teaching staff, PSDSs for school heads) shall prepare a Work Arrangement Plan (WAP) indicating the schedule of personnel authorized to work from home and those required to report on-site. This plan shall be submitted to the Head of Office (Schools Division Superintendent), through the Office of the Assistant Schools Division Superintendent, for approval prior to implementation.
  - Authorized personnel under the WFH arrangement shall remain reachable during official working hours and must be able to deliver assigned outputs and services in accordance with office performance standards.
  - Attendance shall be properly recorded, and the availment of the WFH arrangement shall be indicated in the Daily Time Record (DTR) with the duly accomplished and approved Individual Daily Logs and Accomplishment Reports (IDLAR) attached.
- To ensure uniformity and proper documentation, templates for the Work Arrangement Plan (WAP) and Individual Daily Log and Accomplishment Report (IDLAR) are hereby attached for reference and use of all concerned offices.
- All personnel are enjoined to comply with the above-stated provisions to ensure continuous and efficient delivery of services during the Mid-Year Break/Wellness Break.
- For information, guidance, and strict compliance.

  
**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent



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**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure 1

**WORK ARRANGMENT PLAN (WAP)**  
 October 27-30, 2025

District: \_\_\_\_\_

School: \_\_\_\_\_

**I. OBJECTIVE**

To outline the work arrangement and schedule of non-teaching personnel under the Work-from-Home (WFH) and on-site reporting setup during the Mid-Year Break/Wellness Break, in accordance with the DepEd Central Office Memorandum dated October 24, 2025, and DepEd Order No. 4, s. 2025.

**II. WORK ARRANGEMENT SCHEDULE**

Name of Personnel	Position	Work Arrangement (WFH/On-site)	Date/s	Tasks/Expected Output (for WFH arrangement)
Ex. Juan L. Dela Cruz	AO II	On-site	October 27-28, 2025	1. Update and post Vacation Service Credits (VSC) of school personnel in the Service Credit Monitoring Sheet.  2. Accomplish the online Form 7 for the month of October 2025.  3.
		WFH	October 29-30, 2025	

**III. CERTIFICATION**

I hereby certify that the above work arrangement ensures the continuity of essential office functions and compliance with DepEd guidelines on flexible work arrangements.

Prepared/Submitted by:

(Signature over Printed Name)

(Division Chief/Section Head/ **School Head**/PSDS)

Reviewed/Recommending Approval:

**CARMEL F. MERIS**

OIC-Assistant Schools Division Superintendent

Approved:

**SORAYA T. FACULO PhD, CESO V**

Schools Division Superintendent



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Enclosure 2

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT  
(WORK FROM HOME)**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

<b>Date and Actual Time Logs</b>	<b>Actual Accomplishments</b>
Ex. October 29, 2025 Time in: 8:00 AM Time out: 5:00 PM	1. Updated and posted the Vacation Service Credits (VSC) of <b>45</b> school personnel in the Service Credit Monitoring Sheet. 2.
October 30, 2025 Time in: 7:58 AM Time out: 5:00 PM	1.

Submitted by:

**JUAN L. DELA CRUZ**  
Administrative Officer II

Attested by:

\_\_\_\_\_  
(Signature over printed name)  
(Division Chief/Section Head/**School Head**/PSDS)