



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

TO : **DIVISION OFFICE PERSONNEL  
CITY PAID JOB ORDER PERSONNEL**

FROM : **JOSEPH IRWIN A. LAGORA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **ALTERNATIVE WORK ARRANGEMENTS IN DEPED TAGBILARAN  
CITY DIVISION IN LIGHT OF THE COVID-19 STRINGENT SOCIAL  
DISTANCING MEASURES**

DATE : March 25, 2020

1. Pursuant to DepEd Memorandum No. 043, s. 2020 titled **Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures**, paragraph 4 sub-paragraph b states:

b. Determine the Alternative Work Arrangement that will maximize social distancing for all officials and personnel, while ensuring delivery of essential and priority deliverables, and taking into consideration factors such as but not limited to exigency of the service, availability of manpower, specific health risks of personnel, and their available transportation arrangements. Alternative Work Arrangements shall be applicable to all personnel, including those hired under Job Order (JO) and Contract of Service (COS). Heads of Offices shall be given the discretion in the determination of the alternative work arrangement that is applicable for each functional office, guided by the following parameters.

i. Office operations of eight (8) hours a day from Monday to Friday of each week shall be maintained for continued delivery of quality services to the public, internal clients, and other stakeholders. As such in determining the work arrangement, the office must ensure that there is a sufficient number personnel in the office to render the said services.

ii. In determining the number and deployment of personnel that will be assigned to be present at the office, equitable distribution shall be observed. The following personnel shall be exempted from being assigned to be present at the office:

1. Personnel who are at high risk to infections including but not limited to pregnant women; age sixty (60) years and above; Persons Under Monitoring (PUM) or Persons Under Investigation (PUI); and personnel with the following illness and/or pre-existing medical conditions:

a. Mild manifestations of symptoms such as fever, dry cough, fatigue, sputum production, sore throat, headache, myalgia or arthralgia, chills, nausea or vomiting, nasal congestion, diarrhea;



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- b. Severe manifestations such as difficulty of breathing and/or respiratory rate greater than or equal to 30/minute; and
  - c. Underlying medical problems, including cardiovascular diseases, diabetes, cancer, chronic lung disease, and immunosuppression.
- iii. Telecommuting is an alternative work arrangement that allows employees to work from home or other off-site locations; provided that personnel must be readily accessible during working hours and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor. Personnel who will not form part of the office-assigned officers and personnel based on the office workweek plan, including the exemptions enumerated above, shall render services through telecommuting arrangements.
- iv. A Workweek Plan (see attached Enclosure 1 in the DM 43, s. 2020, indicating the consolidated individual staff schedule for both office-assigned and telecommuting personnel shall be submitted by division chiefs or unit heads, subject to the approval of the Head of Office. The workweek plan shall specify each personnel's office work and scheduled telecommuting arrangements with period of hours per day indicated.

2. In addition to above issuance, DepEd Task Force COVID-19 Memorandum No. 025, s. 2020 issued by Usec Alain Del B. Pascua with a subject: **Minimum Standards for Social Distancing/Baseline Protocols to be Observed in the Workplace, Travel, and Home and Private Space and Time of Deployed Personnel during the Enhanced Community Quarantine**, emphasizes stringent social distancing measures as mentioned item no. 2 subparagraph c(ii) which offers telecommuting and replace in-person meetings in the workplace with video or telephone conferences.

3. In this regard, to observe uniform and minimum standards for social distancing in the workplace, this Office implements the above guidelines which is the 2-day work on-site and 3-day work from home, provided that each personnel shall submit at the end of each week an Individual Workweek Accomplishment Report (see attached template in Enclosure 2) reflecting their actual work days of attendance to work (on-site and off-site) and time log per day with corresponding weekly output. For details, please see attached memoranda.

4. All division/unit chief/head shall submit a Schedule of Work Arrangement to the Admin Office for consolidation.

5. For information, guidance and compliance of all concerned.

