




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

**Office of the Schools Division
Superintendent**

TO : **TAGBILARAN CITY PAID JOB ORDER PERSONNEL
(TEACHING AND UTILITY WORKERS)**

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

SUBJECT : **GUIDELINES ON THE ALTERNATIVE WORK ARRANGEMENTS IN
THE DEPARTMENT OF EDUCATION IN LIGHT OF THE COVID-19
STRINGENT SOCIAL DISTANCING MEASURES**

DATE : March 18, 2020

In concord with 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 7 says, "Pursuant to Item No. 1 of the same OP Memorandum which states that "classes and all school activities in all levels shall continue to be suspended until 14 April 2020," all teaching and nonteaching personnel in elementary and secondary schools in NCR, and in other areas where class suspension on account of COVID-19 is officially declared by their respective LGUs, shall not be required to report to work during the period of class suspension."; Executive Order No. 9, s. 2020 issued by the Office of Governor Art Yap, suspending classes, examinations and activities in all levels in both public and private schools from March 16 to April 12, 2020; and Executive Order No. 11, s. 2020 issued by the Office of the Mayor of Tagbilaran City, declaring a State of General Community Quarantine in the City of Tagbilaran, this Office hereby orders all City Paid Job Order Personnel assigned in schools not to report but those who are assigned in the Division Office shall follow the Alternative Work Arrangement as stipulated in CSC Announcement No. 12, s. 2020.

2. All City Paid Job Order Personnel are to coordinate with Engr. Junicel Mancha for your Form 48 and any update.
3. For information, guidance and compliance of all concerned.

JIAL/MKP/ADMIN/atm



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