



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

Office of the Schools Division  
Superintendent

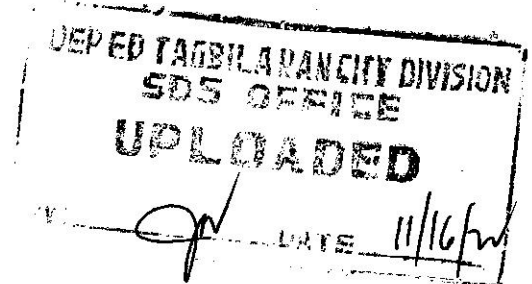
**DIVISION MEMORANDUM**  
MLA-2020-OSDS- 078

TO : **DIVISION OFFICE PERSONNEL**

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

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

DATE : November 11, 2020



1. Pursuant to DepEd Order No. 11, s. 2020 titled **Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic**, paragraph 5 which states:

*b. All DepEd teaching and nonteaching personnel are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities. They are expected to observe honesty, integrity and professionalism in the conduct of their duties so that government time, money and resources are employed and used efficiently, honestly, and economically to avoid wastage of public funds and resources.*

On page 3, paragraph 2(d) it also defined *Modified General Modified Quarantine (MGCQ) which refers to a transition phase between GCQ and New Normal, when the following temporary measures are relaxed and become less necessary, limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols.*

2. Since Bohol is under MGCQ, this Office hereby adopts the Alternative Work Arrangement which is Four-Day Onsite and One-Day Work from Home.

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

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

JIAL/MKP/ADMIN/atm



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