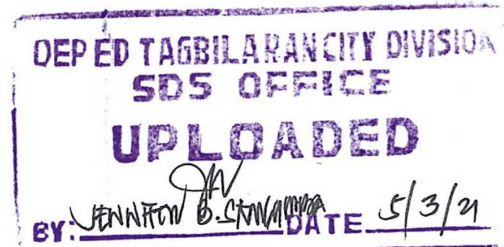




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2021-OSDS- 065-1

TO : ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEFS/HEADS OF DIVISION OFFICES
ALL DIVISION OFFICE (DO) PERSONNEL

FROM : JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

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

DATE : May 3, 2021

1. With the alarming surge of COVID-19 active cases in Bohol, this Office hereby adopts the Alternative Work Arrangements in the Division Office (DO) effective May 3, 2021 as stringent social distancing measures.
2. The Division Office employees shall work on site for three (3) days and work from home for two (2) days. They are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities so as not to stop or delay the delivery of services to their clientele. 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.
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/CPC/ADMIN/atm



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