



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

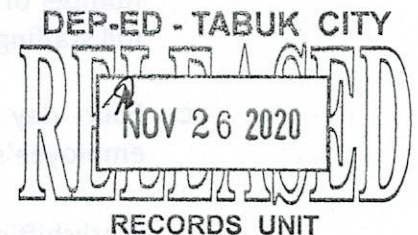
Division Memorandum

No: 258, s.2020

To: All Division Personnel
School Heads (Elementary & Secondary)
All other concerned

Date: November 17, 2020

Subject: **Reiterating the Implementation of Alternative Work Arrangement in SDO-
Tabuk City**



1. Pursuant to Regional Memorandum 367, S. 2020 on the amendment to the revised Interim Guidelines for Alternative Work Arrangement and Support Mechanisms for Workers in the Government during the period of State of Public Health Emergency due to Covid-19 Pandemic by the Civil Service Commission (CSC) per MC No. 18, S.2020, the following provisions of the circular and related DepEd issuances on Work Arrangements are reiterated:

1.1 SDO-Tabuk City shall implement appropriate work arrangements in their respective jurisdiction or area of responsibility, based on the prevailing community quarantine classification in their locality, and to facilitate the safe return of teaching and non-teaching personnel to workplaces and schools/CLCs (Sec. 4, D.O. 11, s. 2020);

1.2 SDO-Tabuk City may adopt any, or a combination of the following Alternative Work Arrangements (AWA) identified by the CSC, during the state of National emergency due to COVID-19 Pandemic (MSC MC 18, s.2020):

a. Work-from-Home –refers to an output-oriented work arrangement that authorizes the work to produce outputs/results and accomplishments outside the office.





Republic of the Philippines
Department of Education

Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

- b. Skeleton (Skeletal) Workforce –work arrangement where minimum number of employees is required to man the office to render service when full staffing is not possible.
 - c. Four- day (Compressed) Workweek – work arrangement whereby the employee’s workweek is compressed to four (4) days each week.
 - d. Workshifting/Flexible (Staggered) Working Hours – applicable to offices/agencies that observe work shifting or flexible working time; and
 - e. Other Alternative Work Arrangements – consisting of combination of the above-enumerated work arrangements or other work arrangements subject to the prevailing community quarantine in the area where the agency is located and appropriate/applicable to the agency mandate/functions.
- 1.3 A WFH arrangement is still highly recommended for both teaching and non-teaching personnel, especially for functions/processes/services that can be rendered through alternative strategies and remote modalities. (Sec. 1, DM-PHRODFO-2020-00198);
- 1.4 The health and safety conditions and travel/border limitations of personnel, as enumerated below and in DM No. 043, s. 2020 and DO No. 011, s. 2020, shall be the utmost consideration in determining the applicable AWA per individual (Sec.7 DM-PHRODFO-2020-00198):
- a. Personnel who are 21 years old and below;
 - b. Personnel who are 60 years old and below;
 - c. Personnel who are at high risk of infection, including but not limited to pregnant women, those with immunodeficiency, comorbidities, or other health risks, illnesses and/or pre-existing medical conditions as enumerated in item 4.b.ii of DM 043; COVID-19 Probable case, including those who reside with Suspect or Probable Case;
 - d. Personnel who encounter difficulty reporting to the Office or school/CLC due to the imposition of strict home and/or local community quarantine,

