



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



Office of the Schools Division Superintendent

Division Memorandum

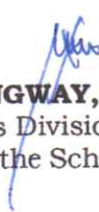
No. 87, s. 2021

TO : All Public and Private Elementary and Secondary School Heads
SDO Section and Unit Heads
All others concerned

DATE : March 22, 2021

SUBJECT : Reiterating the Operational Capacity of Government Agencies

1. In compliance to the *Memorandum Circular No 85 dated March 19, 2021 Establishing the Operational Capacity to be observed by Government Agencies and Instrumentalities in Areas under General Community Quarantine until April 4, 2021*. SDO Tabuk City shall observe a minimum of 30% up to a maximum of 50% operational capacity at any given time, unless a higher capacity is required effective March 22 to April 4, 2021.
2. Relative to this, the Schools Division Office and Elementary and Secondary Schools may adopt Alternative Work Arrangement set by the Civil Service Commission (CSC).
3. Requirements for AWA, especially WFH which may be adopted as stipulated in *Division Memorandum No. 109, s. 2020*. Be advised to submit your Work Week Plan for approval. Further, submit also your accomplishment reports with MOVs to your immediate heads for checking.
4. Please refer to **Section 3 letter d.** of the *Memorandum Circular No. 18, 2020* of the CSC the allowed task for personnel on a work from home and **e.1** The employees are given tasks to be performed to the full extent possible in terms of man-days per work week, not online selling or doing not related work task.
5. For information and strict compliance.


IRENE S. ANGWAY, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

