



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

Office of the Schools Division Superintendent

**Division Memorandum**

No. 18/, s. 2021

TO: ALL SDO TABUK CITY EMPLOYEE

SUBJECT: **IMPLEMENTATION OF THE WORK-FROM-HOME ARRANGEMENT  
OF SDO TABUK CITY DURING MGCQ**

DATE: July 6, 2021



1. Kalinga is placed under Modified General Community Quarantine (MGCQ) from July 1-31, 2021 under the latest Inter-Agency Task Force (IATF) quarantine classification.
2. Parameters of Work-from-Home:
  - a. Employees who are with immunodeficiency, comorbidities or other health risk like pregnant women may go for work-from-home arrangement, except when their services are indispensable or when office work must be done on-site.
  - b. Employees are given tasks to be performed to the full extent possible in terms of man-days per work week.
  - c. Employees on WFH must make themselves available during the work hours.
3. Employees under WFH are not entitled to Compensatory Overtime Credit/Overtime Pay.
4. Employees under WFH must prepare a Work Week Plan to be approved by Head of Office/School Head. It will be attached to their DTR at the end of the month together with their Accomplishment Report certified by Head of Office/School Head.
5. For information and compliance.

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