



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



**Office of the Schools Division Superintendent**

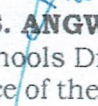
September 17, 2021

Division Memorandum  
No. **247**,s.2021

TO: All Division Personnel  
All Public Elementary and Secondary School Heads  
All others concerned

**GUIDELINES ON THE IMPLEMENTATION OF WORK-FROM-HOME  
ARRANGEMENT IN THE SDO TABUK CITY**

1. In compliance to **Executive Order No. 2021-33** of Governor Ferdinand B. Tubban, *An Order Establishing the Guidelines on the Implementation of Alternative Work Arrangements in the Provincial Government of Kalinga* effective September 13, 2021.
2. To ensure the safety and prevent transmission of COVID-19, SDO Personnel are encouraged to adopt alternative work arrangements effective **September 20, 2021**.
3. Employees under WFH must prepare a Work Week Plan (WWP) to be approved by Head of Office/School Head. (Refer to **DepEd Order No. 11,s.2020 Enclosure No. 2 and 3**)
4. Parameters of Work-From-Home:
  - a. Employees who are with immunodeficiency, comorbidities or other health risk like pregnant women may go for WFH 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 and outputs must be **TANGIBLE**.
  - c. Employees on WFH must make themselves available during the work hours and mobile phones should be open/reachable.
  - d. Accomplishment Reports with corresponding MOVs should be submitted upon return.
  - e. If personnel are seen roaming around, they are mandated to explain themselves and may automatically be considered absent for the day.

  
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OSDS/JAM



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