



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



27 May 2020

Regional Order

**INTERIM GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS
IN DEPED REGION IV-A**

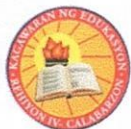
To **Schools Division Superintendents
School Heads of Public Schools
All Others Concerned**

1. Pending issuance of the Alternative Work Arrangements by the DepEd Central Office, the following interim guidelines is hereby issued for the guidance of all including Schools Division Offices and public elementary, junior and senior high schools based on the Omnibus Guidelines on the Implementation of Community Quarantine issued by the Inter-Agency Task Force dated May 22, 2020 and Civil Service Commission Memorandum Circular No. 10, s. 2020.
2. Section [4] paragraph 4 of the Omnibus Guidelines in the Implementation of Community Quarantine provides:

"4. Work in government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC)."
3. CSC Memorandum Circular No. 10, s. 2020 provides for the alternative work arrangements.
4. The work arrangements of work from home and skeleton (skeletal) force shall be adopted in this region until the state of national emergency is lifted.
5. In compliance with the above-mentioned, the following interim guidelines on work arrangements shall be adopted throughout the region:

A. Schools

a. Schools shall adopt acceptable strategies to reach out to learners during the enrolment period. They shall abide to the specific instructions on remote enrolment.



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- b. School heads shall ensure all teachers are involved in the activity. In case teachers are impeded due to restricted movement in borders because of LGUs policies or being a locally-stranded individual, school heads are instructed to understand such situation but should provide well-defined roles and functions for them to actively participate during the enrolment within the means available to them or assign them tasks like preparing lesson plans, participate in professional development activities and other teaching related activities while being immobile.
- c. Teachers should properly inform their respective school heads of their situation.
- d. As such, school heads shall establish a communication platform like the use of short messaging (SMS) and other social media platforms whichever is practicable and applicable. This is to further ensure that they are rendering service by June 1, 2020 and be entitled to their salaries.
- e. In case the school is confronted with situation where a large number of teachers cannot participate due to valid and justifiable reasons, it is important that a core team must be organized by the school to effectively manage enrolment procedure by designating enrolment focal person, data gathering and encoding, creating digital and physical platforms, disseminating enrolment procedure, and encouraging larger stakeholders' participation. Teachers should manifest in writing the willingness to be part of the core team.
- f. For schools with non-teaching employees, the provisions under item B hereof shall be followed.
- g. In the submission of weekly work accomplishments, the form herein attached as Annex A shall be used. The column for status of work accomplishment shall be filled in by the school head who has the duty to monitor the accomplishments of the teachers.

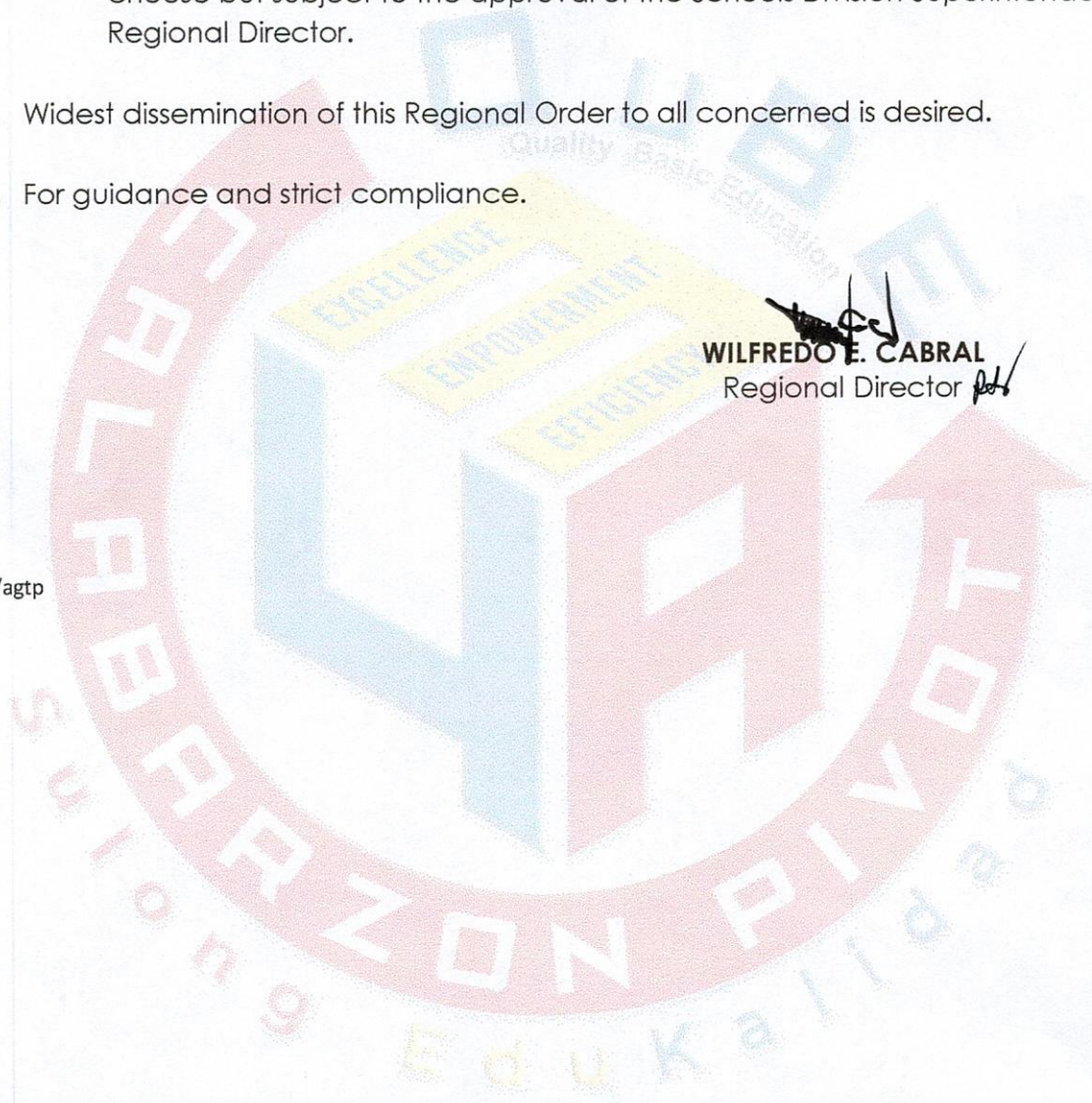
B. Schools Division Offices and Regional Office

- a. The Schools Division Superintendents and the Chiefs of Functional Divisions and Heads of sections/units shall identify who shall report on site and who shall go on a work from home arrangement.
- b. Specific tasks for the week shall be given each employee under the work from home arrangement using the work accomplishment form. (see Annex A hereof for the template)
- c. At the end of the week, the employee shall submit his/her work accomplishment to SDS/Chief/Head, who shall likewise fill in the column on status of work accomplishment as to whether the task/s have been completed or partially completed. For partially completed task, the same shall be completed the following week in addition to the task for that specific week.
- d. Employees on a WFH arrangement shall make themselves always available during working hours (8 am – 5 pm) through any online communication platform, otherwise they may be considered absent.

- e. Employees who failed to submit their weekly work accomplishment may likewise be considered absent, after due process.
 - f. Employees who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.
 - g. Employees under ECQ and are not allowed to go out of their homes may be considered under the WFH arrangement or may report on site as they choose but subject to the approval of the Schools Division Superintendent/ Regional Director.
6. Widest dissemination of this Regional Order to all concerned is desired.
7. For guidance and strict compliance.


WILFREDO E. CABRAL
Regional Director

ad/agtp



WORK-FROM-HOME ACCOMPLISHMENT TEMPLATE

Division:

Week: 1 (June 1-5, 2020)

School:

School Head:

Employee (Lastname, Firstname MI)	Skeleton	Work from Home	Task for the Week (to be identified by the Chief/Head)	Status of work Accomplishment (Percentage or Quantity) (to be filled out by the immediate superior)		Remarks (urgency)
				Completed	Partial	