



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 1, 2020

DIVISION MEMORANDUM
NO. 153, s. 2020

TO: Office of the Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Division Personnel
All concerned





INTERIM GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS

1. Pursuant to Regional Order No. 12 s. 2020 dated May 27, 2020 titled Interim Guidelines on Alternative Work Arrangements in DepEd Region IV-A, this office shall adopt to the CSC Memorandum Circular No. 10, s. 2020 which provides the alternative work arrangements.
2. In compliance to the above- mentioned, the following interim guidelines on work arrangements shall be adopted throughout the Province.

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.
- 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 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 situation where a large number of teachers cannot participate due to valid and justifiable reasons, it is important that a



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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 provision under item B hereof shall be followed.

g. In the submission of weekly accomplishment report, the form herein attached as Annex A shall be used. The column for status of work accomplishment shall be filed in by the school head who has the duty to monitor the accomplishment of the teachers.

B. Schools Division Office

a. The Schools Division Superintendent 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 report. (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 tasks, the same shall be completed the following week in addition to the tasks for that specific week.

d. Employees on a WFH arrangement shall make themselves always available during the work 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 service is 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.



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3. Any provision stipulated in previously issued Memoranda inconsistent with this Memorandum is hereby repealed.
4. For information and strict compliance.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MBC/DM No. 153 s. 2020
BU-293/06/ 01/ 2020



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Annex A to Division Memorandum No. 153, s. 2020 Interim Guidelines on Alternative Work Arrangements

WORK-FROM-HOME-ACCOMPLISHMENT TEMPLATE

Division:

Unit:

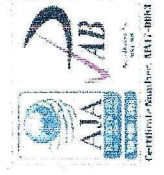
Unit/Section Head:

Week: 1 (June 1-5, 2020)

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)		Remarks (urgency)
				Completed	Partial	



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Week: 1 (June 1-5, 2020)

Division:

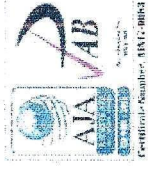
School:

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)		Remarks (urgency)
				Completed	Partial	



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