



Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**FEBRUARY 3, 2022**




DIVISION MEMORANDUM  
 NO. 099, s. 2022

TO: OIC – Assistant Schools Division Superintendents  
 Chief, CID and SGOD  
 Education Program Supervisors  
 Public School District Supervisors  
 Public Elementary and Secondary School Heads  
 All Unit Heads  
 Division Personnel  
 All concerned

**NEW ALTERNATIVE WORK ARRANGEMENT SCHEDULE OF SCHOOLS DIVISION  
 OFFICE OF CAVITE PROVINCE (ALERT LEVEL 2)**

1. Pursuant to the announcement of Inter-Agency Task Force (IATF) placing the province of Cavite under Alert Level 2 effective February 1, 2022, this Office announces the **New Alternative Work Arrangement (AWA) Schedule**.
2. Furthermore, in compliance with CSC Memorandum Circular No.10, s. 2020 on the Amendments to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic, each office/school shall ensure that **at least one staff is physically present during the core working hours (8:00 am to 5:00 pm)** of each workday in order not to prejudice public service delivery.
3. **Starting February 7, 2022**, physical reporting of Schools Division Office (SDO) personnel shall be four (4) times a week. All unit/section heads are instructed to post their schedule to their respective offices.
4. All school-based non-teaching personnel including School Heads may adopt the same alternative work arrangement (AWA) of SDO personnel.
5. Employees under work-from-home shall make themselves available during the work hours that they are at home. In connection to this, **all SDO employees are instructed to accomplish their Individual Work Accomplishment Report (IWAR)** to be done weekly. Posting of pictures on social media that are not related activities during the WFH hours are strictly discouraged.



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6. For your strict compliance and guidance.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

RCD/ OM No 049 s. 2022  
Bu 491 02/03/2022



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