



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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Division MEMORANDUM

No. 151, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM:  **VICTORIA V. GAZO**
Schools Division Superintendent

DATE: March 17, 2020

SUBJECT: DIVISION GUIDELINES ON IMPLEMENTING ALTERNATIVE WORK ARRANGEMENT FOR STRINGENT SOCIAL DISTANCING MEASURE

1. Per Civil Service Commission Announcement No. 12, s. 2020 re: Alternative Work Arrangements in Light of Code Red Sublevel 2, Office of the Provincial Governor Executive Order No. 13, s. 2020 re: An Order Declaring a General Community Quarantine in the Entire Province of Bukidnon, and DepEd Memorandum No. 43, s. 2020 re: Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures, this Office shall adopt alternative work arrangement measures following the attached guidelines.
2. The Human Resource Department shall coordinate and provide a copy of this guidelines to Civil Service Commission as required.
3. This policy shall take effect on March 18, 2020 12:00 p.m. to provide time for concerned offices to plan for its implementation.
4. Division Memoranda and other related issuances, rules and regulations and provisions, which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
5. For more information, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through **0917 115 6864**.

Encls: As stated

Copy Furnished: Records Unit | DRRM



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GUIDELINES ON THE DIVISION ALTERNATIVE WORK ARRANGEMENT FOR STRINGENT SOCIAL DISTANCING MEASURE

Introduction: This Office shall implement stringent social distancing measures to ensure and contribute to the management of COVID-19 situation in the country and locality. In CSC Announcement No. 12, s. 2020 re: Alternative Work Arrangements in Light of Code Red Sublevel 2, the following alternative work arrangements:

1. Skeletal workforce;
2. Work from home;
3. Compressed work week; and
4. Staggered working hours.

A. Teaching and Non-teaching Personnel in Schools

As stated in DepEd Memorandum No. 43, s. 2020, teachers are not required to report to schools. However, in order to ensure that the basic services of schools to learners and the community will not be hampered, the following courses of actions shall be implemented:

1. School Heads shall plan for weekly tasks to be accomplished by the teachers at home. The tasks shall be related to End of School Year and SBM only.
2. Tasks must have deadlines and therefore must be reasonable and agreed by all teachers. The setting of date for submission of accomplishments will be upon the discretion of the School Heads but it is recommended that it will not be more than two days in a week.
3. Teachers will do the task in their homes and submit their accomplishments on the scheduled dates. The use of Information Technology is encouraged to be employed for the submission of accomplishments, however, if it is not applicable, school heads must make a collection plan for it.
4. Excuses for non-submission of accomplishment shall not be accepted except on cases when teachers are sick, attending to sick member(s) of their households, or any force majeure.
5. School Heads must take measures to ensure submission of accomplishments by teachers as scheduled.
6. School Heads and other non-teaching personnel (except watchman or security guards) are not required to report in school provided that the documentary requirements to be submitted to CSC and stated in this Memorandum are complied.
7. School Heads, Teachers, and non-teaching personnel in schools shall accomplish **Individual Workweek Accomplishment Report**. This shall be attached in their DTRs.
8. City Job Order personnel shall wait for instructions from the City Mayor's Office regarding their work arrangements. Until such, they shall report on regular schedules and are instructed to coordinate with the LGU, School Heads, or District Supervisors regarding their work arrangements.
9. As stated in Executive Order No. 13, s. 2020, division employees who are elderly, suffering from chronic cardiovascular disease and respiratory disease, hypertension, diabetes mellitus, and cancer, those on dialysis, taking steroids, and other immunosuppressed persons are required to stay at home.
10. School Heads shall issue Office Order/School Order on the school implementation of alternative work arrangement.

11. All must maintain their communication lines open.
12. Narrative Reports on the implementation of this alternative work arrangement shall be submitted by School Heads every Friday through email at jimdandy.lucine@deped.gov.ph.

B. Non-teaching Personnel in Division Office

1. The reporting of Job Order Personnel funded by the City shall be on regular schedule unless there is an instruction from the City Mayor's Office.
2. As to the regular employees of the division office, they shall report in the office for two-and-a-half days in a week and remaining days shall be on work-at-home bases to comply with the stringent social distancing policy and ensuring of skeletal workforce in the office.
3. The following will serve as guide in implementing this scheme:
 - a. Personnel shall be grouped as to who will report in Mondays to Wednesday Morning (shall be referred in the next paragraphs as Schedule A) and who will report in Wednesday Afternoon to Friday (shall be referred in the next paragraphs as Schedule B).
 - b. The number of personnel who shall report in Schedule A and Schedule B must be the same.
 - c. Division Chiefs/Unit Heads shall accomplish **Office Workweek Plan** and will be consolidated by the Division DRRM Coordinator. Submissions shall be channelled through the **MC GAD H&W Team** chat group.
 - d. Communication line must always be open and internet connectivity at home must be in place.
 - e. Division personnel must always be ready to report to office anytime the Schools Division Superintendent or Unit Heads deemed their presence as necessary or in exigency of service.
 - f. **Individual Workweek Accomplishment Report** must be done by personnel every time they work at home. The report shall be attached to their DTRs.
 - g. It shall be the task of the Division Chiefs/Unit Heads to ensure the attainment of tasks of their subordinates while this alternative work arrangement is in effect.
 - h. As stated in Executive Order No. 13, s. 2020, division employees who are elderly, suffering from chronic cardiovascular disease and respiratory disease, hypertension, diabetes mellitus, and cancer, those on dialysis, taking steroids, and other immunosuppressed persons are required to stay at home.

C. Forms to Accomplish

Office Workweek Plan and Individual Workweek Accomplishment Report are attached in DepEd Memorandum No. 43, s. 2020.



Announcement No. 12, s. 2020

ANNOUNCEMENT

FOR : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND / OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE AND LOCAL UNIVERSITIES AND COLLEGES

SUBJECT : Alternative Work Arrangements in light of Code Red Sublevel 2

DATE : March 16, 2020

In line with the Memorandum Circular signed by the Executive Secretary issued on March 13, 2020, by authority of President Rodrigo Roa Duterte, which provides for the directives and guidelines, primarily intended to address the spread of the corona virus disease (COVID-19) throughout the country, heads of agencies are given the discretion to formulate and implement alternative work arrangements that will ensure delivery of public service with due observance of social distancing policy and other preventive health measures, such as but not limited to the following:

1. Skeletal workforce;
2. Work from home;
3. Compressed work week; and
4. Staggered working hours.

The alternative work arrangements shall subsist for the period of March 16-April 14, 2020 or until such time the Community Quarantine has been lifted over Metro Manila and other local government units wherein quarantine has been declared. Said alternative work arrangements shall be implemented so as not to prejudice the delivery of public service.

Report on the alternative work arrangements adopted by government agencies shall be submitted to the Civil Service Commission through its Regional Offices for records purposes.


ALICIA dela ROSA-BALA
Chairperson



Bawat Kawani, Lingkod Bayani

OFFICE OF THE PROVINCIAL GOVERNOR

Executive Order No. 13
Series of 2020

**AN ORDER DECLARING A GENERAL COMMUNITY QUARANTINE
IN THE ENTIRE PROVINCE OF BUKIDNON.**

WHEREAS, under Section 15, Article II of the Philippine Constitution the State is mandated to protect and promote the right of the people to health.

WHEREAS, Section 16 of the Local Government Code authorizes every Local Government Unit to exercise powers essential for the promotion of the general welfare.

WHEREAS, in Proclamation No. 922 issued by the Office of the President and dated March 8, 2020, a State of Public Health Emergency throughout the Philippines has been declared due to the spread of the CORONA VIRUS DISEASE (COVID-19).

WHEREAS, the Inter Agency Task Force for the Management of Emerging Infectious Disease has raised the Code Alert System for COVID-19 to Code Red Sub-level 2, the highest alert level.

WHEREAS, the rise of the COVID-19 cases in the country, the emergence of confirmed cases of local transmission in Region 10, as well as the presence of Patients Under Investigation and even more Persons Under Monitoring in the province, necessitate the imposition of precautionary measures against the spread of COVID-19 and to safeguard the life, well-being, health, and safety of everybody in the province.

NOW THEREFORE, I JOSE MA. R. ZUBIRI, JR., Provincial Governor of Bukidnon, by virtue of the powers vested in me by law, do hereby place the entire Province of Bukidnon in a general community quarantine to prevent the spread and contain the transmission of COVID-19 therein, and hereby order the following:

1. The entire Province of Bukidnon shall be placed in a general community quarantine.
2. The movement of residents in the entire province shall be limited to accessing basic necessities and reporting for work while uniformed personnel, health and/or quarantine officers shall be present at border points to be designated and manned by the Composite Team of PNP, AFP, health personnel of the health unit of the municipality/city where the quarantine control points are located, and DOH Human Resources for Health personnel.
3. The residents are likewise required to stay at home especially the elderly and those suffering from chronic cardiovascular and respiratory diseases, hypertension, diabetes mellitus, and cancers, those on dialysis, taking

steroids, and other immunocompromised persons. All persons without history of travel to areas with COVID-19 cases or exposure to COVID-19 patients are advised to seek consultation in their respective rural health units or city health offices and need not go to hospitals except for emergency cases.

4. The entry to and exit from the Province of Bukidnon shall be restricted except for: a) health workers, b) authorized government officials, c) those travelling for medical or humanitarian reasons, d) persons transiting to other provinces for essential and authorized travel, e) persons providing basic services and public utilities, f) labor and workforce, and g) members of the press.
5. At the designated quarantine control points, necessary screening shall be enforced for passengers of incoming public or private vehicles.
6. Drivers, passengers, and travelers entering the Province of Bukidnon shall be required to present valid ID's and to divulge their address, contact number, and travel history, and shall be checked for signs and symptoms for proper processing / endorsement in accordance with DOH protocols and guidelines.
7. Business establishments shall remain open except: a) resorts, swimming pools, parks, other recreation facilities, b) cockpits and Tari-Tari, c) barbershops and beauty parlors, d) movie houses, e) billiard halls, f) playgrounds g) sports facilities h) internet cafes, i) bars and beer houses, and j) other entertainment and amusement sites.
8. Classes and all school activities in all levels shall be suspended until further notice.
9. All kinds of meetings, conventions, seminars, programs, celebrations, assemblies, ceremonies, and other gatherings of large number of participants shall be prohibited except for COVID-19 control and peace and order related activities.
10. Local chief executives of the cities and municipalities of the province may impose curfews, skeletal or flexible workforce in private establishments, prohibit dine-ins in restaurants and cenderias, restriction on wedding, birthdays, debuts, wake and funerals attendance, and other DOH or DILG prescribed measures on social distancing in their respective areas of responsibilities.
11. The hoarding and over pricing of all basic commodities is strictly prohibited.
12. Resistance or disobedience to any of the provisions of this order, creating and spreading of fake news and such other acts that will undermine the health and security of the public will be dealt with in accordance with the full extent of the law.
13. This Executive order shall take effect exactly at 10 o'clock in the evening of March 17, 2020 until revoked or lifted.

Done this 17th day of March in the year of our Lord Two Thousand and Twenty in the City of Malaybalay, Province of Bukidnon, Philippines.


JOSE MA. R. ZUBIRI, JR.
Provincial Governor



Republic of the Philippines
Department of Education

15 MAR 2020

DepEd MEMORANDUM
No. **043** s. 2020

**GUIDELINES ON THE ALTERNATIVE WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION IN LIGHT OF THE COVID-19
STRINGENT SOCIAL DISTANCING MEASURES**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. This guidelines provides for the work arrangements in the Department of Education (DepEd) in implementation of the Memorandum issued by the Office of the President (OP), through Executive Secretary Salvador C. Medialdea, and citing Joint Resolution Nos. 11 and 12 (s. 2020) of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF).
2. The Memorandum titled *Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation* provides guidance on work-related gatherings and meetings and work arrangements in the context of stringent social distancing in the National Capital Region (NCR) for thirty days starting 00:00 a.m. of March 15, 2020 until 00:00 a.m. of April 14, 2020.
3. In its implementation of the measures, DepEd shall be guided by the following framework:
 - a. Observance of stringent social distancing measures by all DepEd offices, units, and schools located within NCR (including Region IV-B MIMAROPA Regional Office Proper). The social distancing measures are for the protection of each official, teaching and nonteaching personnel of DepEd, the immediate community and the country, and for the achievement of public health objectives such as the mitigation of the scale and speed of community transmission of COVID-19, as well as the conservation of the adequacy of the country's health system and infrastructure to deal with the situation.
 - b. Continuity of delivery of DepEd essential services and priority programs, while observing stringent social distancing measures in work-related functions and responsibilities.
 - c. Consistency of the actions of each official, teaching and nonteaching personnel in the context of work and private activities, to ensure that the public health objectives are achieved and not compromised by inconsistent actions and behavior of individuals.

4. Consistent with the above framework, all Undersecretaries and Assistant Secretaries, and Regional Directors in Regional Offices NCR and IVB, are hereby directed to do the following:

- a. Identify the essential and priority deliverables covering all offices and units located within NCR under their supervision for the period of March 16 to April 14, 2020.
- b. Determine the Alternative Work Arrangement that will maximize social distancing for all officials and personnel, while ensuring delivery of essential and priority deliverables, and taking into consideration factors such as but not limited to exigency of the service, availability of manpower, specific health risks of personnel, and their available transportation arrangements. Alternative Work Arrangements shall be applicable to all personnel, including those hired under Job Order (JO) and Contract of Service (COS). Heads of Offices shall be given the discretion in the determination of the alternative work arrangement that is applicable for each functional office, guided by the following parameters:
 - i. Office operations of **eight (8) hours a day from Monday to Friday of each week** shall be maintained for continued delivery of quality services to the public, internal clients, and other stakeholders. As such, in determining the work arrangement, the office must ensure that there is a sufficient number personnel in the office to render the said services.
 - ii. In determining the number and deployment of personnel that will be assigned to be present at the office, equitable distribution shall be observed. The following personnel shall be exempted from being assigned to be present at the office:
 1. Personnel who are at high risk to infections including but not limited to pregnant women; age sixty (60) years and above; Persons Under Monitoring (PUM) or Persons Under Investigation (PUI); and personnel with the following illness and/or pre-existing medical conditions:
 - a. Mild manifestations of symptoms such as fever, dry cough, fatigue, sputum production, sore throat, headache, myalgia or arthralgia, chills, nausea or vomiting, nasal congestion, diarrhea;
 - b. Severe manifestations such as difficulty of breathing and/or respiratory rate greater than or equal to 30/minute; and
 - c. Underlying medical problems, including cardiovascular diseases, diabetes, cancer, chronic lung disease, and immunosuppression.
 2. Personnel residing outside NCR, taking into consideration exposure during travel, limited modes of public transportation options, imposition of curfew, and regulatory limitations on inter-municipality/city travel.
 - iii. **Telecommuting** is an alternative work arrangement that allows employees to work from home or other off-site locations; provided that personnel must be readily accessible during working hours and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor. Personnel who will not form part of the office-assigned officers and personnel based on the

office weekwork plan, including the exemptions enumerated above, shall render services through telecommuting arrangements.

- iv. A Workweek Plan (*see attached template in Enclosure 1*) indicating the consolidated individual staff schedule for both office-assigned and telecommuting personnel shall be submitted by division chiefs or unit heads, subject to the approval of the Head of Office. The workweek plan shall specify each personnel's office work and scheduled telecommuting arrangements with period of hours per day indicated.
- c. Adopt a monitoring and reporting mechanism to validate performance of assigned work and functions, and ensure delivery of committed essential services and priority programs.

Each personnel shall submit at the end of each week an Individual Workweek Accomplishment Report (*see attached template in Enclosure 2*) reflecting their actual days of attendance to work (on-site and off-site) and time log per day with corresponding weekly output.

- d. Cancel or postpone all nonessential meetings or gatherings, while adopting teleconferencing technologies for all essential meetings or gatherings. Essential meetings that need to be done face-to-face shall observe strict health and social distancing measures, and must be approved at the level of the Secretary, Undersecretaries, Assistant Secretaries, or Regional Directors.
 - e. Adopt stringent health and social distancing protocols in the workplace, during travel, and in the private premises and activities to be observed by all officials and personnel at all times. Personnel reporting for work shall be provided alternative work mechanisms and necessary preventive health support such as but not limited to appropriate technologies to minimize face-to-face contact, protective equipment (if necessary and subject to availability), and adequate supply of proper hygiene and sanitizing agents such as hand sanitizers or alcohol.
5. Undersecretaries and Assistant Secretaries, Bureau and Service Directors, Regional Directors, and Schools Division Superintendents must ensure their availability for decision-making and effective supervision of all work arrangements at all times.
6. To avoid risks of exposure pending the undertaking of paragraph 4 hereof, all personnel in DepEd offices in NCR shall work from home tomorrow, March 16, 2020, except for those specifically identified by the Secretary and by Undersecretaries and Assistant Secretaries, through their respective Bureau and Service Directors, as well as by Regional Directors of NCR and IVB, to report for work. All those reporting for work on March 16, 2020 shall observe existing health precautions and stringent social distancing measures not only in the work premises, but also during their travel to and from the office, and in their private premises and activities.
7. Pursuant to Item No. 1 of the same OP Memorandum which states that "[c]lasses and all school activities in all levels shall continue to be suspended until 14 April 2020," all teaching and nonteaching personnel in elementary and secondary schools in NCR, and in other areas where class suspension on account of COVID-19 is officially declared by their respective LGUs, shall not be required to report to work during the period of class suspension.

8. In areas outside NCR where community quarantine based on guidelines by the IATF or the DOH has been imposed by the appropriate authorities, the framework and the directives herein shall also be applied.
9. The DepEd Task Force COVID-19 is hereby directed to issue the uniform and minimum standards for social distancing within the workplace, during travel, and in private premises and activities.
10. All DepEd officials, teaching and nonteaching personnel are enjoined to monitor the day-to-day developments of the COVID-19 situation to be able to contribute to informed, coordinated, and proportionate response of the Department to the challenge of containing and managing COVID-19.
11. Further guidelines shall be issued to clarify, amend, refine or supplement the above measures, or to align them with directives of the President, recommendations of the IATF and/or the Department of Health, and other applicable rules, regulations and guidelines.
12. This Memorandum takes effect immediately upon issuance.
13. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:
None

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE
BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS
UNITS
WORK HOURS

(Enclosure No. 1 to DepEd Memorandum No. 043, s. 2020)

OFFICE WORKWEEK PLAN

Division:
Bureau/Service:

To the Personnel Division/Section/Unit:

In compliance with the Guidelines for Alternative Work Arrangements and Support Mechanisms for Personnel in the Department of Education for the Duration of the State of Public Health Emergency, the [division/office] is hereby submitting the workweek plan for [Date-Date, 2020].

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period					Signature
			16	17	18	19	20	
			Mon	Tue	Wed	Thu	Fri	
Engr. [Name]	[Position]	[Condition]						
Engr. [Name]	[Position]	[Condition]						
1.								
2.								

Submitted by:

[Name and Signature of Division/Office Head]

Date:

Approved by:

[Name and Signature of Bureau/Service Director]

Date:

(Enclosure No. 2 to DepEd Memorandum No. 043 , s. 2020)

INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT


Name of Personnel:

Division/Office:

Position:

Bureau/Service:

Actual Days of Attendance to Work	Actual Time Log	Actual Accomplishment/Output
Ex. Tuesday, March 17, 2020	7:10 AM- 6:15 PM	<ul style="list-style-type: none">• Facilitated Office Meeting• Drafted memo on xoxoxox
Wednesday March 18, 2020	xoxoxo	xoxoxo
Thursday, March 19, 2020	xoxoxo	xoxoxo
Friday, March 20, 2020	xoxoxo	xoxoxo



(Signature of Personnel)

Date:

Verified by:

(Name & Signature of Division Chief/Office Head)

Date: