



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

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 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
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 BY: [Signature]

**DIVISION MEMORANDUM**

No. 233 s. 2020

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

FROM : **VICTORIA V. GAZO, Ph.D., CESO V**  
 Schools Division Superintendent

SUBJECT : **CONDUCT OF ENROLMENT AND OTHER PREPARATIONS  
 FOR THE OPENING OF SY 2020-2021**

DATE : June 16, 2020

1. In compliance to the firm and consistent emphasis of President Rodrigo R. Duterte against the conduct of face to face classes for both elementary and secondary schools until the vaccine for the COVID 19 is available, this Office informs the field of the **Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID 19 Pandemic** as stipulated in D.O. No. 11, s. 2020 dated June 15, 2020.

2. Paragraph No. 5 of said order states:

“All DepEd teaching and nonteaching personnel are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities. They are expected to observe honesty, integrity, and professionalism in the conduct of their duties so that government time, money and resources are employed and used efficiently, honestly and economically, to avoid wastage of public funds and resources.”

3. Further, said order emphasized that “the status quo on work arrangements for officials, teaching and nonteaching personnel in the entire DepEd nationwide is extended until June 21, 2020. All teachers in DepEd schools nationwide shall continue to work from home until June 21, 2020, except those authorized by the Regional Directors to render work in field or school in light of the ongoing enrollment, subject to strict observance of COVID-19 health and safety precautions.”





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4. Taking into consideration the foregoing policy statements regarding health and safety precautions, this Office hereby directs all elementary and secondary school heads to review their respective Learning Continuity Plans (LCP) and take into consideration the following crucial components in preparation for the opening of classes on August 24, 2020 and the conduct of Distance Learning:

- a. **Enrolment of Learners.** The total projection of enrolment of the school is critical in the budgetary preparations – particularly the printing and reproduction of learning modules and other instruction related materials. It is also necessary for the planning and organization of classes considering the learning modality to be employed by the school.

All elementary and secondary schools must assign teachers to compose the Skeleton Workforce (SWF) of the school to accommodate walk-in parents enrolling their child or children to school following the provisions of Paragraph 16.b. in D.O. No. 11, s. 2020.

Teachers assigned to SWF must record and submit to their school head their daily accomplishment. No record of accomplishment means no work has been performed for the day, thus, subjecting the teacher to absence. The accomplishment report of SWF shall be recorded in the Daily Tracking of Enrolment which the school must regularly submit to this Office through email at [srfadepedbukidnon@gmail.com](mailto:srfadepedbukidnon@gmail.com) on a daily basis.

- b. **Budget Planning.** The Office of the Regional Director emphasized the maximum utilization of the school MOOE allocation with emphasis on the essential expenditure items such as but not limited to the payment of utilities, supplies, communication as well as the printing and reproduction of learning modules and other instruction related materials.

Thus, it is imperative for all elementary and secondary schools to get their total enrolment projection as requirement for budgeting purposes (i.e. number of copies of learning modules and workbooks to be printed and reproduced).

School heads may seek guidance or assistance from their District Supervisor or from the Curriculum Implementation Division on details regarding learning modules and other instruction related materials.

- c. **Stakeholders' Support.** The school must determine civic organizations, non-government and government agencies, particularly the LGU from within or outside of their immediate community who are willing to support the school. Such support, if any, must be identified to determine sustainability of programs, projects or activities of the school to which such support is intended for.





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5. In this regard, school heads are required to submit to this Office the teachers assigned to SWF and their work arrangement schedule following the **Four-Day Physically Reporting Workweek and One-Day WFH on Weekly Shifting or Rotation of Work** in Paragraph 16.c.ii of DO No. 11, s. 2020. The workweek schedule must bear the signature of the concerned teacher opposite his/her name. The workweek schedule of teachers must be submitted to this Office on or before June 19, 2020.
6. Queries relative to this memorandum may be relayed to **Sunny Ray F. Amit** at 09955380601 or to the email address indicated below.
7. For information and guidance of all concerned.

