



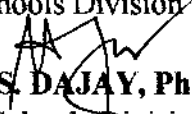
Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DA 2020-09-30  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: SEP 09 2020 TIME: 4:00  
SEP 09 2020 *glaw*

**DIVISION ADVISORY**  
No. 30, series of 2020

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Unit Heads & Staff  
All Others Concerned

From: For the Schools Division Superintendent:

  
**ALIENA S. DAJAY, PhD., CESE**  
Assistant Schools Division Superintendent *P*

Date: September 09, 2020

Subject: **Dissemination of City Government of Malaybalay Administrative Order  
No. 91, series of 2020**

1. For information and guidance, the Office hereby disseminates the City Government of Malaybalay Administrative Order No. 91, series of 2020 Re: **An Order Prescribing the Alternative Work Arrangement of the City Government of Malaybalay in line with Civil Service Commission Memorandum Circular (MC) 10, series of 2020.**
2. All units and schools with City paid job order employees are required to have an Alternative Work Schedule for their respective job order employees. It shall be fifty per cent (50%) of their office work force on a work-at-home arrangement, on a weekly basis.
3. School Heads and Unit heads shall submit a work-week plan and a corresponding Individual Work Accomplishment Report.
4. Widest dissemination of this advisory is desired.

Enclosure: As stated

Copy Furnished: AO file  
Records file

**TO BE POSTED IN THE WEBSITE**



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Republic of the Philippines  
Province of Bukidnon  
City of Malaybalay

## Office of the City Mayor

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<http://www.malaybalaycity.gov.ph>

### ADMINISTRATIVE ORDER NO. 91 Series of 2020

2020-19167  
DEPED MALAYBALAY CITY DIVISION  
RECEIVED

DATE: \_\_\_\_\_ TIME: 2:35

SEP 09 2020

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### AN ORDER PRESCRIBING THE ALTERNATIVE WORK ARRANGEMENT OF THE CITY GOVERNMENT OF MALAYBALAY IN LINE WITH CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR (MC) 10, S. 2020

**WHEREAS**, the Civil Service Commission Memorandum Circular (MC) 10, s. 2020, issued on May 7, 2020, has allowed government offices and agencies, including the local government units to adopt alternative mode of work arrangements for their respective offices, in light of the three (3) new cases of COVID-19 in Block 6, Gawad Kalinga, Purok 7, Barangay 9, Malaybalay City were confirmed on September 5, 2020 by the Department of Health Regional Office X;

**WHEREAS**, there is a need to adopt an alternative work arrangement in the City Government of Malaybalay to prevent the spread of Covid-19 in the workplace, without compromising the delivery of basic services to our constituents;

**NOW THEREFORE, I, JAY WARREN R. PABILLARAN, Acting City Mayor of Malaybalay City, Province of Bukidnon**, by virtue of the powers vested in me by law, hereby order the following:

- A. **Scope and Coverage** – This Order shall cover the officials and employees of the City Government of Malaybalay, including regular, permanent, contractual and casual employees and job orders.
- B. **Alternative Work Schedule.** All offices, except as provided hereunder, shall require fifty per cent (50%) of their office work force on a work-at-home arrangement, on a weekly basis. Heads of offices shall submit the work plan and rotational schedule of their respective employees to the City Human Resources and Management Office for information and records purposes. Requests for other alternative work arrangements may be approved by the undersigned or his authorized representative upon proper request.
- C. **Alternative Work-from-Home.** Employees with underlying conditions, such as cardiopulmonary diseases, hypertension and diabetes and pregnant women may opt to avail of the work-from-home arrangement of their respective offices until the effectivity of this Order, subject to submission of medical certificate issued by a government physician to the Human Resource and Management Office. Work-from-home arrangements shall be approved by the undersigned or his authorized representative upon proper request.
- C. **Exception.** This alternative work arrangement shall not be applicable to the following offices: i. City Health Office; ii. City Disaster Risk Reduction Management Office; iii. City Traffic Management Center; iv. Garbage Collection Unit and Anti-Illegal Task Force; v. ACER-MERU and vi. MCGWSS.

However, the undersigned may call other offices to report to work in full force when deemed necessary.

- D. **Effectivity.** This alternative work arrangement shall subsist for the period September 10, 2020 to September 30, 2020, unless sooner revoked.

Issued this 9<sup>th</sup> day of September 2020, at Malaybalay City, Bukidnon.

**JAY WARREN R. PABILLARAN**  
Acting City Mayor