



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

DA 2020-10-41
DEPED MALAYBALAY CITY DIVISION
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OCT 16 2020

DIVISION ADVISORY
No. 41, series of 2020

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

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

Date: October 16, 2020

Subject: **Dissemination of City Government of Malaybalay Administrative Order
No. 93, series of 2020**

1. For information and guidance, this Office hereby disseminates the City Government of Malaybalay Administrative Order No. 93, series of 2020 Re: **An Order Prescribing the Alternative Work Arrangement of the City Government of Malaybalay for the period October 16-30, 2020, pursuant to 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

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Records file

TO BE POSTED IN THE WEBSITE



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 Province of Bukidnon
 City of Malaybalay

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ADMINISTRATIVE ORDER No. 911-2020-MALAYBALAY CITY DIVISION
 Series of 2020

RECEIVED
 OCT 15 2020 TIME: 9:05
 JAWU

AN ORDER PRESCRIBING THE ALTERNATIVE WORK ARRANGEMENT OF THE CITY GOVERNMENT OF MALAYBALAY FOR THE PERIOD OCTOBER 16-30, 2020, PURSUANT TO CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR (MC) 10, S. 2020

WHEREAS, the Civil Service Commission Memorandum Circular (MC) No. 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 to prevent the spread of COVID-19 infections in their respective workplaces;;

WHEREAS, in light of the increase of local transmission of COVID-19 infections of Malaybalay City 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 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. Work from Home Arrangements.**
 - C.1** Employees aged sixty (60) years old and above and pregnant employees are allowed to adopt the work-from-home arrangement for the whole period covered by this Order.
 - C.2** Employees with underlying health conditions, such as cardiopulmonary diseases, hypertension and the likes, may be allowed to avail of the work-from-home option for the whole period covered by this Order, as evaluated and certified by the City Health Office, otherwise, such employees are only allowed to avail of the 50% work-from-home scheme for their respective offices;
 - C.3** Department Heads who are authorized to avail the work-from-home arrangement for the entire period covered by this Order are required to issue an Office Memorandum designating an Officer-in-Charge who shall perform ministerial functions in their office.

J



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D. Monitoring. Employees are directed to strictly observe staying in their respective residences during the mandated office hours while they are in work-from-home arrangements. Employees seen outside their residences during offices hours while in work-from-home arrangements may be subjected to disciplinary action.

Department heads are directed to monitor the whereabouts of their employees availing of work-from-home arrangements.

E. 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.

F. Effectivity. This alternative work arrangement shall subsist for the period October 16, 2020 to October 30, 2020, unless sooner revoked.

Issued this 15th day of October 2020 Malaybalay City, Bukidnon.

JAY WARREN R. PABILLARAN
Acting City Mayor