

2020 - 21198



DM 2020-10-401
DEPED MALAYBALAY CITY DIVISION
OCT 19 2020
DATE: 10/19/2020
BY: [Signature]

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

Division MEMORANDUM

No. 401, s. 2020

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

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

DATE: October 16, 2020

**SUBJECT: WORK-FROM-HOME ARRANGEMENT IN THE DIVISION DURING
THE MODIFIED GENERAL COMMUNITY QUARANTINE**

1. Anchored on DepEd Order No. 11, s. 2020 re: Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic, this Office shall implement **One-day Work-From-Home (WFH)** arrangement for all its employees, including teaching and non-teaching personnel in schools on **October 19-30, 2020** subject to change and/or extension depending on the progress of COVID-19 situation in the City.
2. Division/Section/Unit Heads and School Heads must ensure the continuity of providing services to clientele (business continuity) while implementing this arrangement. This means that measures should be implemented to ensure that clientele who are going to the office or schools must be satisfactorily served before they leave.
3. All personnel under WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers. 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.



Address: Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax: (088) 314 - 0094
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4. In addition, teaching and non-teaching personnel who meet the following criteria may have their own WFH arrangement subject to the approval of the Schools Division Superintendent (for Division Office including the School Heads) or the School Heads (for Schools):

- a. Personnel who are 60 years old and above
- b. Personnel who are at risk of infection, including but not limited to pregnant women, those with immunodeficiency, comorbidities, or other health risks, illnesses and/or pre-existing medical conditions as enumerated in Item 4.b.ii of DM No. 43, s. 2020; COVID-19 Suspect Case and COVID-19 Probable Case
- c. Personnel who encounter difficulty reporting to office or schools due to the imposition of strict home and/or local community quarantine, curfew, limited or no access to any available modes of transportation options, and/or other regulatory limitations on intermunicipal/city travel.

5. Workweek Plan and Individual Daily Log and Accomplishment Report must be duly approved by the respective immediate supervisors and attached to Daily Time Records (DTRs) at the end of the month. No record of time log and accomplishment during the effectivity of this memorandum means that no work has been rendered/performed for the day, thus subjecting the personnel to absence.

6. Furthermore, schools must establish a mechanism to cater complaints from parents or stakeholders regarding the quality of service provided to them by the school during this time of pandemic as well as concerns/issues/problems towards the modules received. The Division DRRM Hotline: 09171156864 may also be given to the parents, teachers, and learners as a means for direct feedback to the Division.

7. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.

8. Widest dissemination of this memorandum is enjoined.

Encls:

Enclosure A - OFFICE/SCHOOL/CLC WORKWEEK PLAN

Enclosure B - INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Copy Furnished: Records Unit | DRRM



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INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel:
 Division:
 Bureau/Service/School:

Date/s Covered: October 19 – 30, 2020

Alternative Work Arrangement	Date and Actual Time logs	Actual Accomplishments
Work from Home	October 19, 2020	• Virtual Training on Establishing Tree Nurseries in Schools
Work from Home		•
WEEKEND		
Skeleton Workforce		•
Skeleton Workforce		•
Skeleton Workforce		•
Work from Home		•

Submitted by:

Approved by:

 Position
 Date:

 Position
 Date:

