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

**Division MEMORANDUM**

No. **428**, 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 30 2020

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

1. The field is hereby informed that the Work-from-Home arrangement in the Division during the modified general community quarantine in the City is extended from November 3 - 27, 2020.
2. It is reiterated that in the implementation of the work-from-home arrangement the School Heads must ensure that there is skeleton workforce in the schools daily. Hence, the weekly one-day work-from-home must be properly planned and distributed to all teaching and non-teaching personnel.
3. This policy only covers the DepEd employees in respect to the alternative work-from-home arrangement of the City-paid employees.
4. All provisions in Division Memorandum No. 401, s. 2020 shall remain in effect.
5. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
6. Widest dissemination of this memorandum is enjoined.

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