



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

2020 - 22098  
DM 2020 - 11 - 425  
DEPED MALAYBALAY CITY DIVISION  
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**Division ADVISORIES**

No. 498, s. 2020

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

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

**DATE** : November 4, 2020

**SUBJECT : DISSEMINATION OF CITY GOVERNMENT OF MALAYBALAY  
ADMINISTRATIVE ORDER NO. 94, S. 2020**

The field is hereby informed of the City Government of Malaybalay Administrative Order No. 94, s. 2020 re: An Order Extending the Alternative Work Arrangement of the City Government of Malaybalay up to November 15, 2020, Pursuant to Civil Service Memorandum Circular (MC) No. 10, s. 2020 and the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines. Its content is self-explanatory.

Encls: As stated

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Republic of the Philippines  
Province of Bukidnon  
City of Malaybalay

## Office of the City Mayor

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ADMINISTRATIVE ORDER NO. 94  
Series of 2020

2020-21924

DEPED-MALAYBALAY CITY DIVISION

**AN ORDER EXTENDING THE ALTERNATIVE WORK ARRANGEMENT OF THE CITY GOVERNMENT OF MALAYBALAY UP TO NOVEMBER 15, 2020, PURSUANT TO CIVIL SERVICE MEMORANDUM CIRCULAR (MC) NO. 10, S. 2020 AND THE OMNIBUS GUIDELINES ON THE IMPLEMENTATION OF COMMUNITY QUARANTINE IN THE PHILIPPINES**

**WHEREAS**, the Malaybalay City Inter-Agency Task Force against Covid-19 has recommended for the extension of the adoption of the alternative work arrangement in the City Government of Malaybalay in view of the modified general community quarantine (MGCQ) classification of the Province of Bukidnon;

**WHEREAS**, under the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued by the National Inter-Agency Task Force for the Management of Emerging Infectious Diseases, government offices located in MGCQ areas may adopt alternative work arrangements as a proactive measures to prevent the spread or transmission of Covid-19 in their locality;

**WHEREAS**, the City Government of Malaybalay, through Executive Order No. 93, s. 2020, issued by the undersigned has already adopted alternative work arrangement in its offices and the same needs to be extended up to November 15, 2020;

**NOW THEREFORE, I, JAY WARREN R. PABILLARAN**, by the power vested in me by law as Acting City Mayor of Malaybalay City, Bukidnon, hereby Order the following:

1. Adoption of Alternative Work Arrangement per department/ office, subject to the approval by the undersigned or his authorized representative;
2. Department heads are required to submit the work plan and rotational schedules of their respective offices to the undersigned for approval and through the City Human Resource and Management Office for the period covering the extension;
3. Work-from-home arrangements for employees with immunodeficiency, comorbidity, or other health risks, and pregnant employees as certified by the City Health Office; and,
4. This Order shall not cover the City Health Office, City Disaster Risk Reduction and Management Office, City Traffic Management Center, Garbage Collection Unit and Anti-Illegal Logging Task Force of the CENRO, the ACER-MERU and the MCGWSS. Other Offices may request for exemption from this Order.

This Order shall take effect immediately up to November 15, 2020.

Issued this 3<sup>rd</sup> of November 2020, at Malaybalay City, Bukidnon.

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