



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

DA 2020 - 11- 46
DEPED MALAYBALAY CITY DIVISION
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DIVISION ADVISORY
No. 46, series of 2020

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

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

Date: November 16, 2020

Subject: **Dissemination of City Government of Malaybalay Administrative Order No. 95, series of 2020**

1. For information and guidance, this Office hereby disseminates the City Government of Malaybalay Administrative Order No. 95, series of 2020 Re: **An Order Extending the Alternative Work Arrangement of the City Government of Malaybalay up to November 30, 2020, pursuant to Civil Service Commission Memorandum Circular (MC) 18, 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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TO BE POSTED IN THE WEBSITE





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Office of the City Mayor

ADMINISTRATIVE ORDER NO. 95 Series of 2020

AN ORDER EXTENDING THE ALTERNATIVE WORK ARRANGEMENT OF THE CITY GOVERNMENT OF MALAYBALAY UP TO NOVEMBER 30, 2020, PURSUANT TO CIVIL SERVICE MEMORANDUM CIRCULAR (MC) NO. 18, 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 recent spike of infected persons in the City and 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 and the Civil Service Commission Memorandum Circular No. 18, s. 2020, 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 Administrative Order No. 94, 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 30, 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;
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 30, 2020.

Issued this 13th of November 2020, at Malaybalay City, Bukidnon.

JAY WARREN R. PABILLARAN
Acting City Mayor