



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

DM 2020-12-482
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 1:05
DEC-11-2020 *glam*

Division MEMORANDUM

No. **482**, 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**
Schools Division Superintendent

DATE: December 10, 2020

**SUBJECT: EXTENSION OF WORK-FROM-HOME ARRANGEMENT IN THE
DIVISION DURING THE MODIFIED GENERAL COMMUNITY
QUARANTINE UPTO December 31, 2020**

1. The field is hereby informed of the extension of alternative work arrangement in the Division until **December 31, 2020** subject to change and/or extension depending on the progress of COVID-19 situation in the City and changes in the policy of the Department. National Holidays must be taken into consideration in scheduling the Work-From-Home (WFH) arrangement of all teaching and non-teaching Division employees.
2. With consent from the City Government of Malaybalay City, all city-paid/job-order personnel in the Division Office and its schools shall be covered under the alternative work arrangement policies of the Division starting this period. Hence all unit heads and school heads must ensure effective scheduling of their WFH to ensure continuous delivery of services.
3. All other provisions in the Division Memorandum Nos. 401, 428, and 434 shall remain in effect.
4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
5. Widest dissemination of this memorandum is enjoined.

Copy Furnished: Records Unit | DRRM



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