



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

DM 2021-01-019  
DEPED MALAYBALAY CITY  
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**Division MEMORANDUM**

No. *019*, s. 2021

**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:** January 18, 2021

**SUBJECT:** **IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT IN  
THE DIVISION FOR THE PERIOD OF JANUARY 18 - FEBRUARY 12,  
2021**

1. The field is hereby informed of the implementation of alternative work arrangement in the Division for the period of January 18 - February 12, 2021 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 personnel including the city-paid job orders.
2. Schools and offices shall implement 4-day work-week schedule with the daily extra two-hours to be done at home or station. Heads of offices and schools shall submit the work plan and rotational schedule to the Human Resource Office attention **Guia Ma. G. Villahermosa, Admin. Officer IV (HR)** for information and records purposes. Requests for other alternative work arrangements may be approved by the undersigned or her authorized representatives.
3. This Office reminds all section heads and school heads that there should be teachers or personnel on duty every day to ensure delivery of educational services to our clientele.
4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
5. Widest dissemination of this memorandum is enjoined.

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