



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

DM 2021-02-068  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: FEB 15 2021  
TIME: 11:05  
JLAW

**Division MEMORANDUM**

No. 068 , 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:** February 11, 2021

**SUBJECT: IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT IN THE  
DIVISION FOR THE PERIOD OF FEBRUARY 15 - 26, 2021**

1. The field is hereby informed of the implementation of alternative work arrangement in the Division for the period of February 15 - 26, 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. 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. Individual accomplishment reports must be attached to the DTRs. Requests for other alternative work arrangements, such as two-and-a-half day work arrangement for those working in small spaces, may be approved by the undersigned or her authorized representatives.
3. All personnel in work-from-home alternative work arrangement must strictly observed office hours per Executive Order No. 292 entitled Instituting the Administrative Code of 1987. Any government employee violating it should be reported into this Office and shall be dealt with administratively.
4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
5. This Memorandum shall take effect immediately upon issuance. All other provisions in existing Division Memoranda inconsistent with this Memorandum are hereby superseded and are therefore deemed rescinded.
6. Widest dissemination of this memorandum is enjoined.

Encl: None

Copy Furnished: Records Unit | DRRM



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