



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

2021 - 31760

DM 2021 - 4 - 232
DEPED MALAYBALAY CITY DIVISION
DATE: APR 30 2021 16:48
BY: [Signature]

Division MEMORANDUM

No. 232, 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: April 30, 2021

SUBJECT: EXTENSION OF ALTERNATIVE WORK ARRANGEMENT IN THE DIVISION FOR THE MONTH OF MAY 2021

1. The field is hereby informed of the extension of alternative work arrangement in the Division for the month of May 2021 unless rescinded within the month depending on the progress of COVID-19 situation in the City and changes in the policy of the Department.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 or a 1-day work from home arrangement. 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. All teaching and non-teaching personnel who are not feeling well may apply for a work from home arrangement outside of their regular schedule subject to the approval of their immediate supervisor or head of office and the existing policies under the alternative work arrangement.
4. 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.
5. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
6. Widest dissemination of this memorandum is enjoined.

Copy Furnished: Records Unit | DRRM



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