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

DM-2021-05-284  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: TIME: 8:59 AM  
 BY: MAY 27 2021

**Division MEMORANDUM**

No. 284, 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:** May 26, 2021

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

1. The field is hereby informed of the extension of alternative work arrangement in the Division for the month of June 2021 unless rescinded within the month depending on the progress of COVID-19 situation in the City and changes in the policy of the Department.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. Division and school personnel are reminded of the following:

- Work from Home (WFH) is only two-and-a-half days at most
- Divide the personnel into two groups (Group A and Group B) and shall report following the matrix below:

TIME	MON	TUE	WED	THU	FRI
Morning	Group A	Group A	Group A	Group B	Group B
Afternoon	Group B				

- Schools may create different groupings following the 2 ½ days WFH.
- WFH should not be a reason to roam around
- Even in WFH, reports and other responsibilities must be complied
- If caught roaming or attending to personal events (such as parties) during office hours will be dealt with administratively
- Be available to be contacted anytime
- Advice your co-worker to stay at home for safety purposes



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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.

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