



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

2021-39004  
DM-2021-09-519  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 9/24/21 TIME: 1:20  
BY:

**Division MEMORANDUM**

No. 519, 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:** September 24, 2021

**SUBJECT: EXTENSION OF ALTERNATIVE WORK ARRANGEMENT TO THE END OF OCTOBER 2021**

1. The field is hereby informed of the extension of the alternative work arrangement to the end of October 2021. The Division Office shall implement two-and-a-half day (50%) arrangement to decongest the office, while the schools shall implement one-day work from home arrangement per week.
2. All Division Memoranda and other related issuances, rules and regulations and provisions, which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
3. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
4. Widest dissemination of this memorandum is enjoined.

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