



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

May 26, 2020

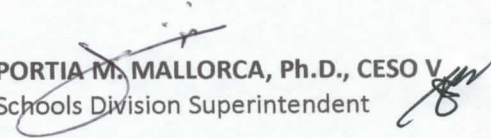
DIVISION MEMORANDUM

No. 100, s. 2020

IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
All Concerned

1. Pursuant to the guidelines set forth in DepEd Memorandum No. 43, s. 2020 dated March 15, 2020 entitled "**Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures**", the Alternative Work Arrangements across all offices is highly encouraged while maintaining delivery of basic services to our clients and stakeholders and observance of the mandatory wearing of face masks and social distancing measures as prescribed under World Health Organization (WHO) and Department of Health (DOH) standards.
2. The following work arrangements shall be applied:
 - a. **On-Site:** Performance of official duties and functions in the office or station of assignment which shall be completed within eight (8) hours per Civil Service rules and regulations, and;
 - b. **Telecommuting:** Also referred to as work from home or the performance of official duties and functions in other off-site locations;
3. Both work arrangements shall be supported by an **Office Workweek Plan (Enclosure No. 1)** prepared and signed by the division chief and/or unit heads in various offices, and school personnel to be approved by the Head of Office or Schools Division Superintendent.
4. All personnel covered in the memorandum shall prepare and submit an **Individual Accomplishment Report (Enclosure No. 2)** to their immediate superior for approval.
5. Immediate and wide dissemination of this memorandum is desired.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 100, s. 2020

OFFICE WORKWEEK PLAN

Name of Personnel	Position	Pre-Existing Health Condition and/or Disease (if applicable)	Days of Work Attendance and Time and Period					Signature
			16	17	18	19	20	
			Mon	Tue	Wed	Thu	Fri	
Ex. Juan del Mundo	PDO II	None	On Site 8-5	Telecom 8-5	On Site 8-5	Telecom 8-5	On Site 8-5	
Ex. Maria Cruz	PDO II	Pregnant	Telecom 8-5	Telecom 8-5	Telecom 8-5	Telecom 8-5	Telecom 8-5	

Submitted by:

Name and Signature of Division/Office/Unit Head

Date:

Approved:

Name and Signature of Head of Office

Date:

[Handwritten signatures]





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Enclosure No. 2 to Division Memorandum No. 100, s. 2020

INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT

Name of Personnel:
Position:

Division/Office/School:

Actual Days of Attendance to Work	Actual Time log	Actual Accomplishment / Output
Ex. Tuesday, March 17, 2020	7:10am – 6:15pm	Facilitated Office Meeting Drafted Memo
Wednesday March 18, 2020	XoXoXoXoX	XoXoXoXoXo
Thursday March 19, 2020	XoXoXoXoX	XoXoXoXoXo
Friday March 20, 2020	XoXoXoXoXo	XoXoXoXoXo

Signature of Personnel
Date:

Verified by:

Name and Signature of Division/Office/School Head
Date:



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