



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

MAR 16 2021

DIVISION MEMORANDUM

No. 068, s. 2021

AVAILABILITY AND ACCESSIBILITY OF PERSONNEL DURING CORE WORKING HOURS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisor
Administrative Officer V
Elementary and Secondary School Heads
All Others Concerned

1. As provided in **Memorandum No. DM-PHROD-2021-0119, dated March 1, 2021, with the subject entitled "Availability and Accessibility of Personnel During Core Working Hours,"** all personnel in the division office (OSDS, CID and SGOD), schools and community learning centers are reminded of the following provisions pending the enhanced guidelines on the alternative work arrangements (AWA) in light of the recent community quarantine classifications as follows:
 - a. All DepEd personnel are required to complete the eight (8)-hour work day of the 40-hour work week regardless of the type of AWA implemented in the respective office/school/CLC.
 - b. Aligned with item 5.10 of the Civil Service Commission Memorandum Circular No. 18, s. 2020, each office/school/CLC shall ensure that at least one (1) staff is present during the core working hours (8:00 a.m. to 5:00 p.m.) of each workday in order not to prejudice public service delivery. The assigned personnel should be available on-site to receive documents and respond to queries via phone call or walk-in.
 - c. As a reiteration of Item 16.a.iii of DepEd Order No. 11, s. 2020, Personnel under work-from-home (WFH) arrangement shall make themselves available and accessible during agreed working hours and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers.
2. Immediate and widest dissemination of this memorandum is desired.

PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 103 s. 2021

MAR 12 2021

**AVAILABILITY AND ACCESSIBILITY OF PERSONNEL DURING
CORE WORK HOURS**

To: Schools Division Superintendents
All Others Concerned

1. Enclosed is Memorandum DM-PHROD-2021-0119 dated March 1, 2021 which is self-explanatory. Attention is invited to paragraphs 1, 2, and 3 thereof.
2. For guidance and compliance.

RAMIR B. UYTICO EdD, CESO IV
Regional Director

Incls.: as stated



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-027	March 09, 2021	





Republika ng Pilipinas

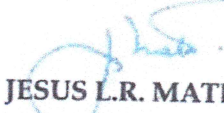
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

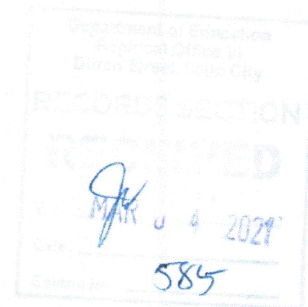
MEMORANDUM
DM-PHROD-2021-0119

TO : Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Regional Directors
Schools Division Superintendents
Other Heads of Offices
All DepEd Personnel Concerned

FROM :  JESUS L.R. MATEO
Undersecretary for Planning, Human Resource and Organizational
Development

SUBJECT : **Availability and Accessibility of Personnel during Core Work Hours**

DATE : 01 March 2021



Pending the release of the enhanced guidelines on the alternative work arrangements (AWA) in the Department and in light of the recent community quarantine classifications, Heads of Offices and personnel are **reminded** on the following provisions:

1. All DepEd personnel are required to complete the eight (8)-hour work day or the 40-hour work week regardless of the type of AWA implemented in the respective office/school/CLC.
2. Aligned with item 5.10 of the Civil Service Commission Memorandum Circular No. 18 s.2020, **each office/school/CLC shall ensure that at least one (1) staff is present during the core working hours (8:00 a.m. to 5:00 p.m.) of each workday in order not to prejudice public service delivery.** The assigned personnel should be available on-site to receive documents and respond to queries via phone call or walk-in.
3. As a reiteration of Item 16.a.iii of DepEd Order No. 11 s. 2020, **Personnel under work-from-home (WFH) arrangement shall make themselves available and accessible during agreed working hours** and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers.

Heads of Offices are requested to meet with their personnel and make the necessary adjustments in the work schedules.

For inquiries or clarifications, please contact the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) through phone at 02 8633 9345 or email at bhrod.pd@deped.gov.ph.

Please be guided accordingly. Thank you.

BHROD-OD/rou