

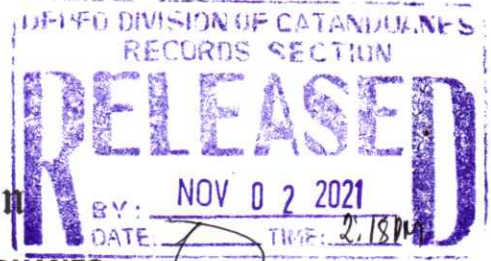


Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



29 OCT 2021

DIVISION MEMORANDUM

No. 494, s. 2021

**INSTRUCTIONS RELATIVE TO THE IMPLEMENTATION OF MODIFIED  
ENHANCED COMMUNITY QUARANTINE (MECQ) IN THE PROVINCE OF  
CATANDUANES**

**TO :** Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
SDO Proper Employees  
All Other Concerned

1. Relative to the declaration of the Modified Enhanced Community Quarantine (MECQ) in the province of Catanduanes on November 1-15, 2021, this office issues the succeeding instructions.

2. Pursuant to Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines under Section [3], Nos. 6 and 11 promulgated by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID), the following provisions are reiterated:

- *agencies and instrumentalities of the government shall be fully operational, with a skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, in accordance with the relevant rules and regulations issued by the CSC.*
- *Face-to-face or in-person classes shall be suspended. The education sector shall operate in accordance with the guidelines of the CHED for higher education, TESDA for technical vocational education and training, DepEd for basic education.*

3. In connection with this, the SDO Proper employees shall adopt the 1-2 persons skeleton workforce in the respective offices. All others shall adopt the work-from-home arrangements.



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4. The School Health and Nutrition unit shall continue to render services relative to vaccination schedules and needed health services in the SDO. The the DRRM unit shall perform the task necessary in the safety and security of the school and office premises, including responses to endorsement for the use of quarantine facility.
5. SDO Proper security guards shall maintain their schedules, but further arrangements may be agreed upon and arranged with the Administrative Office.
6. If transportation is suspended or when an employee assigned to report as part of skeleton workforce does not have/ opt to use his/her own vehicle, the DepEd car may be used to shuttle the employees to and from the division office and the designated pick up and drop off points. This shall be arranged by the admin office.
7. For the school-based personnel, the school heads and non-teaching personnel shall also adopt the skeleton workforce to attend to the essential services, such as but not limited to, preparation of payroll for salary and other benefits, health services, janitorial and utility services. Furthermore, those who are living within and in nearby barangays where the school is located, are highly encouraged to be assigned as the skeleton workforce.
8. The teachers shall adopt the work-from-home arrangement since classes are suspended. The distribution and retrieval of modules and other learning activity resources shall likewise be suspended.
9. It is emphasized that WFH arrangement is output-based; thus, school and office heads should ensure that the workweek plan of the teachers and employees reflect the outputs to be done and that the accomplishment report to be submitted is accompanied by evidence. The tasks which may be performed during the WFH arrangements are those enumerated in CSC Memorandum Circular No. 18, s. 2020 and its amendment and DepEd Order No. 011, s. 2020.
10. Teachers shall also plan on how to cover or make up for the activities, lessons, and topics which were missed out during the suspension of classes.
11. Transactions in the division office shall still be through the drop boxes and other online platforms.
12. All other provisions in the above-mentioned guidelines apply, except when allowable provisions such as payment of hazard pay are constrained by funds and other restrictions.





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13. For inquiries, please contact the respective office, section, and unit in the contact numbers issued previously.
14. Widest dissemination of and compliance to this Memorandum is directed.

**SUSAN S. COLLANO**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encls: N O N E

References:

CSC MC No. 18, s. 2020  
DepEd Order No. 011, s. 2020  
IATF-EID Omnibus Guidelines updated August 19, 2021

