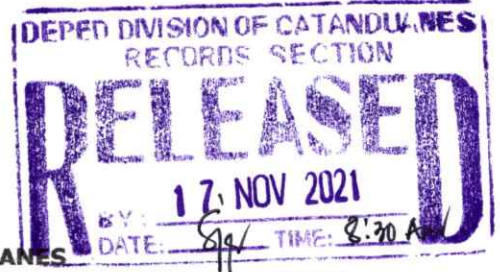




Republic of the Philippines
Department of Education
 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



15 NOV 2021

DIVISION MEMORANDUM
 OSDS-SDS-DM- 510 s. 2021

**WORK ARRANGEMENTS IN THE SCHOOLS DIVISION OFFICE OF
 CATANDUANES UNDER ALERT LEVEL 4**

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 Others Concerned

1. Relative to the declaration of the Alert Level 4 in the province of Catanduanes on November 17-30, 2021, this office issues the work arrangements and other instructions for this purpose.

2. Pursuant to the Guidelines on the **Nationwide Implementation of Alert Levels System for COVID-19 Response** dated **November 11, 2021** by the **Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID)**, particularly Section 3, Item No. 7 that states: *Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 20% on-site capacity while applying work-from-home and other flexible work arrangements*, the following shall be the number of employees allowed for each office:

Office	No.
SDS	3
Assistant Schools Division Superintendent	2
Legal Unit	1
Curriculum Implementation Division	4
School Governance and Operations Division	4
Administrative Office	2
Budget Office	4
Accounting	6
Human Resource Management Office	8
Records	2
Supply	2
Cashier	2
ICTU	2



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3. The office/section heads may arrange the on-site reporting of their personnel depending on the necessity of the work and the outputs of the office.
4. The School Health and Nutrition unit shall continue to render services relative to vaccination schedules and health services in the SDO, when needed.
5. The Disaster Reduction and Management (DRR) unit shall perform the task necessary for the safety and security of the office and school 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. For the school-based personnel, the school heads and non-teaching personnel shall also adopt the **20%** on-site capacity. Teachers with non-teaching or ancillary service designations may be allowed to report when their services are extremely needed, however, on a limited day or hours only.
7. 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. However, 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.
8. 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.
9. The workweek plan should be submitted to the office of the Human Resource Management on or before November 16, 2021.
10. Activities of the division which are allowed on indoor capacity, such as the scheduled dry-run of the Regional School-Based Management virtual assembly, may be allowed subject to the observance of the applicable provision/s in the same guidelines.
11. Transactions in the division office shall still be through the drop boxes and other online platforms. Clients may be allowed a limited in-person audience with the head of the office, on emergency and dire cases.



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12. All DepEd employees are earnestly reminded to practice the health protocols at all times.
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

Encl: N O N E

References:

CSC MC No. (18, s. 2020)
DepEd Order No. (011, s. 2020)
IATF-EID Guidelines dated Nov. 11, 2021

SSC-DM-005-11-17-21-WORK ARRANGEMENTS IN THE SCHOOLS DIVISION OFFICE OF CATANDUANES UNDER ALERT
LEVEL 4



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