



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City, 7100



Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

**DIVISION MEMORANDUM**

No. 120 s, 2020

TO: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned

FROM:  **MA. LIZA R. TABILON, CESO V**  
Schools Division Superintendent

SUBJECT: **IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT FOR THE DURATION OF STATE OF PUBLIC HEALTH EMERGENCY FOR SCHOOLS DIVISION OFFICE, SCHOOLS AND DISTRICT OFFICES**

DATE: March 16, 2020

1. In line with the recent COVID-19 situation, Department of Education issued DepEd Memo No. 043, s. 2020 titled "*Guidelines on the Alternative Work Arrangement in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures*" on March 15, 2020.

2. In line with this, this office shall:

a. Observe stringent social distancing measures for the protection of each official, teaching and nonteaching personnel of DepEd, the immediate community and the country;

b. Continuity of delivery of DepEd essential services and priority programs;

3. Based on the aforementioned Memorandum, the Schools Division Office, District Offices and Schools with non-teaching personnel will be implementing the alternative work arrangement effective immediately until the lifting of Proclamation No. 922.

4. The implementation of the alternative work arrangement shall be guided by the following parameters:

a. Office operations of eight (8) hours a day from Monday to Friday of each week shall be maintained;

b. In deployment of personnel assigned to be present at the office, equitable distribution shall be observed. The following are exempted to be present at the office:

i. Personnel who are at high risk of infections including but not limited to:

- Pregnant women
- Age sixty (60) years and above

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- Persons Under Monitoring (PUM) or Persons Under Investigation (PUI)
- 
- ii. personnel with the following illnesses and/or pre-existing medical conditions:
  - mild manifestations of symptoms such as fever, dry cough, fatigue, sputum production, sore throat, headache, myalgia or arthralgia, chills, nausea or vomiting, nasal congestion, diarrhea;
  - Severe manifestations such as difficulty of breathing and/or respiratory rate greater than or equal to 30/minute; and
  - Underlying medical problems, including cardiovascular diseases, diabetes, cancer, chronic lung disease, and immunosuppression.

5. **Telecommuting**, an alternative work arrangement using the internet, email and telephone, which allows employees to work from home and other off-site locations may be utilized by personnel, provided, that he/she must be readily accessible and available when services are needed.

6. It is also reiterated that **teaching personnel** will only be required to report to schools in the exigency of the service and if **telecommuting** and other alternative modes of communication are not possible.

7. CID and SGOD Chiefs, PSDSs and School Heads shall ensure that offices will have available personnel for the entire day from Monday to Friday except holidays and cancellation of work in cases of emergency. In addition, they are required to submit to this office the **Office Workweek Plan** following the prescribed templates (see Enclosure 1) **every week**. The Office Workweek Plan indicates the consolidated individual staff schedule for both office-assigned and telecommuting personnel. This shall specify each personnel's office work and scheduled telecommuting arrangements with periods of hours per day indicated.

8. Each personnel shall also submit each week an **Individual Workweek Accomplishment Report** (see Enclosure 2) reflecting their actual days of attendance to work (on-site and off-site) and time log per day with corresponding weekly output.

9. School Heads shall submit these reports to their respective PSDS and the PSDSs will submit these reports to the Division Office. For this week, the Office Workweek Plan shall be submitted on **March 18, 2020** and Individual Accomplishment Report shall be on **March 23, 2020**. Office Workweek Plan and Individual Work Plan in the ensuing weeks shall be submitted every Monday starting March 23, 2020 (see Enclosure 4).

9. Attached herewith is the List of SDO Personnel who adopted the Alternative Work Arrangement (Enclosure 3).

10. For immediate dissemination.

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(Enclosure No. 3 to Division Memorandum No. \_\_\_\_ s, 2020)

**LIST OF PERSONNEL WHO AVAIL THE FOUR WORKING DAYS**

**OSDS OFFICE**

NAME	DAY OFF
1.) LOURMA I. POCULAN	MONDAY
2.) MA. JUDELYN J. RAMOS	FRIDAY
3.) JUN LEONARD U. ROMARATE	Tuesday
4.) MARIE ANTONETTE A. BARRERA	WEDNESDAY
5.) CHRISTINE JOYCE S. PACO	THURSDAY
6.) MARIFE A. DELA CERNA	FRIDAY
7.) PAMELA B. JUSON	MONDAY

**PERSONNEL AND PAYROLL SECTION**

NAME	DAY OFF
1.) JUNJET B. QUIROG	MONDAY
2.) ARIES MARK NOGAS	TUESDAY
3.) NESSA MAY AMANTE	WEDNESDAY
4.) WINELY ANDALAHAO	THURSDAY
5.) DIANNE M. MATABALAN	MONDAY
6.) JEMIMA D. GARAY	TUESDAY
7.) LOREMAE E. SUMITON	FRIDAY
8.) JAYLYN BAGALANON	TUESDAY
9.) RADJIE ENERIO	Wednesday

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**CID SECTION**

NAME	DAY OFF
1.) LILIA E. ABELLO	FRIDAY
2.) SHARLA MAE L. OGO	FRIDAY
3.) ANITA D. SUBEBE	MONDAY
4.) NILDA Y. GALURA	FRIDAY
5.) MARIFIL T. GREGORIO	FRIDAY
6.) EVELYN LABAD	FRIDAY

**ACCOUNTING SECTION**

NAME	DAY OFF
1.) LYKAR G. PORACAN	FRIDAY
2.) BRYAN JEFFREY A. PREJOLES	MONDAY
3.) ANA RIVA S. ENDEREZ	FRIDAY
4.) ANA MAY G. ORTEGA	MONDAY
5.) RODA V. DRILON	FRIDAY
6.) FERLYN A. CANDELARIA	MONDAY
7.) GRACE G. MAGANCONG	FRIDAY
8.) CARMELE S. BASTASA	FRIDAY

**SGOD SECTION**

NAME	DAY OFF
1.) ERVIE ACAYLAR	TUESDAY
2.) JED NIEVES	TUESDAY
3.) JOY L. SINGSON	WEDNESDAY

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4.) WILSON INDING	WEDNESDAY
5.) JOSEPH PANTOJA	WEDNESDAY
6.) ENGR. DAVE PATIGAYON	THURSDAY
7.) LAISA MALACAT	THURSDAY
8.) ETHYL SALUT	FRIDAY
9.) HAZEL RANJITH	FRIDAY

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(Enclosure 4 to Division Memorandum No. \_\_\_\_, s. 2020)

Nature of Report	Dates Covered	Deadline of Submission in the Division Office
<b>Office Workweek Plan</b>	March 16 – 20, 2020	March 18, 2020
	March 23 – 27, 2020	March 23, 2020
	March 30 – April 3, 2020	March 30, 2020
	April 6 – 8, 2020	April 6, 2020
	April 13 – 17, 2020	April 13, 2020
<b>Individual Accomplishment Report</b>	March 16 – 20, 2020	March 23, 2020
	March 23 – 27, 2020	March 30, 2020
	March 30 – April 3, 2020	April 6, 2020
	April 6 – 8, 2020	April 13, 2020
	April 13 – 17, 2020	April 20, 2020

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**OFFICE WORKWEEK PLAN**

**Division:**  
**Bureau/Service:**

**To the Personnel Division/Section/Unit:**

In compliance with the Guidelines for Alternative Work Arrangements and Support Mechanisms for Personnel in the Department of Education for the Duration of the State of Public Health Emergency, the (division/office) is hereby submitting the workweek plan for (Date-Date, 2020).

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 III	None	(On site) 8-5PM	(Telecommute) 8-5PM	(On site) 8-5PM	(Telecommute) 8-5PM	(On site) 8-5PM	
Ex. Maria Juana dela Cruz	PDO II	Pregnant	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	
1.								
2.								



Submitted by:

(Name and Signature of Division/Office Head)

Date:

Approved by:

(Name and Signature of Bureau/Service Director)

Date:

**INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT**

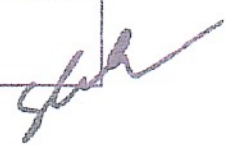
**Name of Personnel:**

**Division/Office:**

**Position:**

**Bureau/Service:**

<b>Actual Days of Attendance to Work</b>	<b>Actual Time Log</b>	<b>Actual Accomplishment/Output</b>
Ex. Tuesday, March 17, 2020	7:10 AM- 6:15 PM	<ul style="list-style-type: none"><li>• Facilitated Office Meeting</li><li>• Drafted memo on xoxoxox</li></ul>
Wednesday March 18, 2020	xoxoxo	xoxoxo
Thursday, March 19, 2020	xoxoxo	xoxoxo
Friday, March 20, 2020	xoxoxo	xoxoxo



(Signature of Personnel)

Date:

Verified by:

(Name & Signature of Division Chief/Office Head)

Date:





Republic of the Philippines  
**Department of Education**

15 MAR 2020

DepEd MEMORANDUM  
No. **043** s. 2020

**GUIDELINES ON THE ALTERNATIVE WORK ARRANGEMENTS IN THE  
DEPARTMENT OF EDUCATION IN LIGHT OF THE COVID-19  
STRINGENT SOCIAL DISTANCING MEASURES**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This guidelines provides for the work arrangements in the Department of Education (DepEd) in implementation of the Memorandum issued by the Office of the President (OP), through Executive Secretary Salvador C. Medialdea, and citing Joint Resolution Nos. 11 and 12 (s. 2020) of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF).
2. The Memorandum titled *Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation* provides guidance on work-related gatherings and meetings and work arrangements in the context of stringent social distancing in the National Capital Region (NCR) for thirty days starting 00:00 a.m. of March 15, 2020 until 00:00 a.m. of April 14, 2020.
3. In its implementation of the measures, DepEd shall be guided by the following framework:
  - a. Observance of stringent social distancing measures by all DepEd offices, units, and schools located within NCR (including Region IV-B MIMAROPA Regional Office Proper). The social distancing measures are for the protection of each official, teaching and nonteaching personnel of DepEd, the immediate community and the country, and for the achievement of public health objectives such as the mitigation of the scale and speed of community transmission of COVID-19, as well as the conservation of the adequacy of the country's health system and infrastructure to deal with the situation.
  - b. Continuity of delivery of DepEd essential services and priority programs, while observing stringent social distancing measures in work-related functions and responsibilities.
  - c. Consistency of the actions of each official, teaching and nonteaching personnel in the context of work and private activities, to ensure that the public health objectives are achieved and not compromised by inconsistent actions and behavior of individuals.

4. Consistent with the above framework, all Undersecretaries and Assistant Secretaries, and Regional Directors in Regional Offices NCR and IVB, are hereby directed to do the following:

- a. Identify the essential and priority deliverables covering all offices and units located within NCR under their supervision for the period of March 16 to April 14, 2020.
- b. Determine the Alternative Work Arrangement that will maximize social distancing for all officials and personnel, while ensuring delivery of essential and priority deliverables, and taking into consideration factors such as but not limited to exigency of the service, availability of manpower, specific health risks of personnel, and their available transportation arrangements. Alternative Work Arrangements shall be applicable to all personnel, including those hired under Job Order (JO) and Contract of Service (COS). Heads of Offices shall be given the discretion in the determination of the alternative work arrangement that is applicable for each functional office, guided by the following parameters:
  - i. Office operations of **eight (8) hours a day from Monday to Friday of each week** shall be maintained for continued delivery of quality services to the public, internal clients, and other stakeholders. As such, in determining the work arrangement, the office must ensure that there is a sufficient number personnel in the office to render the said services.
  - ii. In determining the number and deployment of personnel that will be assigned to be present at the office, equitable distribution shall be observed. The following personnel shall be exempted from being assigned to be present at the office:
    1. Personnel who are at high risk to infections including but not limited to pregnant women; age sixty (60) years and above; Persons Under Monitoring (PUM) or Persons Under Investigation (PUI); and personnel with the following illness and/or pre-existing medical conditions:
      - a. Mild manifestations of symptoms such as fever, dry cough, fatigue, sputum production, sore throat, headache, myalgia or arthralgia, chills, nausea or vomiting, nasal congestion, diarrhea;
      - b. Severe manifestations such as difficulty of breathing and/or respiratory rate greater than or equal to 30/minute; and
      - c. Underlying medical problems, including cardiovascular diseases, diabetes, cancer, chronic lung disease, and immunosuppression.
    2. Personnel residing outside NCR, taking into consideration exposure during travel, limited modes of public transportation options, imposition of curfew, and regulatory limitations on inter-municipality/city travel.
  - iii. **Telecommuting** is an alternative work arrangement that allows employees to work from home or other off-site locations; provided that personnel must be readily accessible during working hours and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor. Personnel who will not form part of the office-assigned officers and personnel based on the

office weekwork plan, including the exemptions enumerated above, shall render services through telecommuting arrangements.

iv. A Workweek Plan (see attached template in Enclosure 1) indicating the consolidated individual staff schedule for both office-assigned and telecommuting personnel shall be submitted by division chiefs or unit heads, subject to the approval of the Head of Office. The workweek plan shall specify each personnel's office work and scheduled telecommuting arrangements with period of hours per day indicated.

c. Adopt a monitoring and reporting mechanism to validate performance of assigned work and functions, and ensure delivery of committed essential services and priority programs.

Each personnel shall submit at the end of each week an Individual Workweek Accomplishment Report (see attached template in Enclosure 2) reflecting their actual days of attendance to work (on-site and off-site) and time log per day with corresponding weekly output.

d. Cancel or postpone all nonessential meetings or gatherings, while adopting teleconferencing technologies for all essential meetings or gatherings. Essential meetings that need to be done face-to-face shall observe strict health and social distancing measures, and must be approved at the level of the Secretary, Undersecretaries, Assistant Secretaries, or Regional Directors.

e. Adopt stringent health and social distancing protocols in the workplace, during travel, and in the private premises and activities to be observed by all officials and personnel at all times. Personnel reporting for work shall be provided alternative work mechanisms and necessary preventive health support such as but not limited to appropriate technologies to minimize face-to-face contact, protective equipment (if necessary and subject to availability), and adequate supply of proper hygiene and sanitizing agents such as hand sanitizers or alcohol.

5. Undersecretaries and Assistant Secretaries, Bureau and Service Directors, Regional Directors, and Schools Division Superintendents must ensure their availability for decision-making and effective supervision of all work arrangements at all times.

6. To avoid risks of exposure pending the undertaking of paragraph 4 hereof, all personnel in DepEd offices in NCR shall work from home tomorrow, March 16, 2020, except for those specifically identified by the Secretary and by Undersecretaries and Assistant Secretaries, through their respective Bureau and Service Directors, as well as by Regional Directors of NCR and IVB, to report for work. All those reporting for work on March 16, 2020 shall observe existing health precautions and stringent social distancing measures not only in the work premises, but also during their travel to and from the office, and in their private premises and activities.

7. Pursuant to Item No. 1 of the same OP Memorandum which states that "[c]lasses and all school activities in all levels shall continue to be suspended until 14 April 2020," all teaching and nonteaching personnel in elementary and secondary schools in NCR, and in other areas where class suspension on account of COVID-19 is officially declared by their respective LGUs, shall not be required to report to work during the period of class suspension.

ATTENDANCE  
BUREAUS AND OFFICES  
EMPLOYEES  
OFFICIALS  
SCHOOLS  
TEACHERS  
UNITS  
WORK HOURS

(Enclosure No. 1 to DepEd Memorandum No. 043, s. 2020)

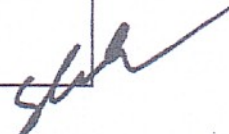
**OFFICE WORKWEEK PLAN**

**Division:**  
**Bureau/Service:**

**To the Personnel Division/Section/Unit:**

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Ex. Maria Juana dela Cruz	PDO II	Pregnant	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	(Telecommute) 8-5PM	
1.								
2.								



Submitted by:

(Name and Signature of Division/Office Head)

Date:

Approved by:

(Name and Signature of Bureau/Service Director)

Date:

(Enclosure No. 2 to DepEd Memorandum No. 043 , s. 2020)

**INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT**

**Name of Personnel:**

**Division/Office:**

**Position:**

**Bureau/Service:**

<b>Actual Days of Attendance to Work</b>	<b>Actual Time Log</b>	<b>Actual Accomplishment/Output</b>
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Wednesday March 18, 2020	xoxoxo	xoxoxo
Thursday, March 19, 2020	xoxoxo	xoxoxo
Friday, March 20, 2020	xoxoxo	xoxoxo

(Signature of Personnel)

Date:

Verified by:

(Name & Signature of Division Chief/Office Head)

Date: