



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION

DepED, Division of Zambo. Norte

May 03 2021

RELEASED

Division Memorandum No. 151 s. 2021

TO: The Division Office Personnel
PSDSs/PICDs
School Heads (Both Elementary and Secondary)
All Others Concerned
This Division

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

SUBJECT: WEEKLY WORK SHIFTING IN THE SDO AND REITERATION OF
ONLINE TRANSACTION

DATE: APRIL 28, 2021

1. In accordance with DOH AO No. 2020-0015 and due to the drastic surge of numbers of recorded COVID-19 positive in this province, this office shall be implementing weekly work shifting effective May 10, 2021. The purpose is to reduce the frequency of exposure to possible carrier of the disease and risk of contracting or transmission of the virus.

2. For this purpose, Division Chiefs and Section/Unit Heads are advised to divide the personnel who shall be reporting on a weekly basis and shall ensure that every unit is manned daily in order not to prejudice public service delivery. As part of monitoring scheme, those personnel who will not report during the week shall be required to submit a workweek plan, individual daily log and accomplishment report per DepEd Order No. 11 S. 2020. This scheme may also be adopted in the schools and field offices.

3. To avoid breach of this administrative control, those personnel who are not required to report in a given week shall not be allowed entry in the SDO premises. However, an exception may be made on a request basis on the ground of "exigency of the service" or when the service is extremely needed which must also be recommended/concurred to by the immediate supervisor and approved by the head of office.

4. Those who are on Work from Home (WFH) mode, logging in and out in the morning and afternoon for attendance shall be made daily through an agreed platform by each functional division. WFH shall not be considered reason for non-compliance with reportorial requirements due for immediate submission or for not responding to queries sent to helpdesk or email. All those on a WFH mode are

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discouraged from going to places outside of their homes during office hours. Anyone caught or reported outside of their homes during office hours may be meted with administrative sanction for loitering or loafing, as the case may be.

5. To further lessen the possibility of spread of the virus, the field is encouraged to transact online and to post queries or requests through the online helpdesk: depedzn.net/helpdesk or write/email to zn.division@deped.gov.ph. For transactions that require physical presence at the SDO such as signing the acknowledgment portion of an appointment, signing of clearance, and the like, an appointment for the purpose shall be necessary. All requests for appointment may be coursed thru the official email address provided. In case a request for appointment is granted, a reply shall be sent and a note will be given to the guard informing them of the same.
6. This scheme shall not be applicable to personnel under 'No Work No Pay' status or those personnel whose type of job requires personal presence in the office/station to render the required service.
7. All previous issuances inconsistent herewith are deemed superseded and/or revoked accordingly.
8. Immediate dissemination of this memorandum is directed.

OSDSjr/Work Shifting/DM011-2021/04292021

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