



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. **223**, s. 2020

March 20, 2020

GUIDELINES ON CURRICULUM AND ASSESSMENT IMPLEMENTATION AND END OF SCHOOL YEAR ACTIVITIES

To: Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers

1. These guidelines provide some adjustments on the curriculum and assessment implementation and end of year activities of the Department of Education in response to Management of Coronavirus Disease 2019 (COVID-19) Situation in the country.
2. In areas where classes have been suspended by national or local authorities for the week of March 16-20, 4th Quarter Examination will no longer be administered as **provided in DepEd order 42 s. 2020**. We shall apply the grading formula item 5 attached in the same memorandum.
3. Completion of academic requirements shall be thru home based - assignment. In accordance with **DedEd Memorandum No. 42 s. 2020 Item 7**, DepEd introduces the **DepEd Commons** – an online platform for public school teachers to support distance learning modality which can be access at <http://commons.deped.gov.ph>. These supplementary online instructional materials will be used as an alternative form in teaching learning process. All teachers are highly encouraged to use this platform to complete the academic requirements of the learners.
4. Consistent with paragraph 2 of Deped Order No. 2 s.2020 rites shall focus on the theme: **Sulong EduKalidad: Pagtaguyod sa Kinabukasan ng Bayan (Sulong EduKalidad : Championing the Nation’s Future)**. Each school shall have the discretion to choose the date on holding of this year’s rites within the week of April 13-17, 2020 taking the consideration the applicable guidelines of the Department of Health in the light of COVID-19 health situation.
5. Classes in all levels are suspended until April 14, 2020 as stipulated in the Memorandum issued by the Office of the President (OP) through Executive Secretary Salvador C. Medialdea. In reference to **DepEd Order No. 43 s. 2020 item 7**, class suspension on account of COVID-19 states that teaching and non-teaching, shall not be required to report during the period of class suspension.
6. In compliance to the directives of the President and also in accordance with **DepEd Order No. 43 s. 2020** on Guidelines On Alternative Work Arrangements in the Department of Education in The Light of the COVID-19 Stringent Social Distancing the Department postpone all



schedule of activities on actual checking of forms as stipulated in an **ADVISORY signed by Undersecretary Jesus LR Mateo dated 17 March, 2020.**

7. Checking of forms shall use alternative ways such as video conferencing or other online platforms available in the areas.
8. As prescribed in **DepEd Order No. 007 s. 2019**, 203 days shall be the total number of school days that shall be reflected in School Form 9 (SF9), Learners Report Card.
9. To determine the Number of Days present, refer to the **ADVISORY item 3 signed by Undersecretary Diosdado San Antonio dated 20 March 2020** attached in this memorandum.
10. The date of graduation/moving up that shall be reflected in the diploma/certificate shall be any between March 30-April 17, 2020 depending on the actual date of the ceremonies. In cases where graduation/moving up ceremonies cannot be held, the date to be reflected shall be April 3, 2020, as stated in item 5 of the same advisory.
11. Should you have any clarification or inquiries, kindly contact the OFFICE of the Assistant Schools Division Superintendent at email address melanie.estacio@deped.gov.ph.
12. For immediate dissemination, guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ADVISORY

20 March 2020

1. This is in reference to DepEd Order (DO) No. 007, s. 2019 "School Calendar for School Year 2019-2020," DO No. 11, s. 2018 "Guidelines on the Preparation and Checking of School Forms" and DO No. 2, s. 2020 "Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Program End-of-School Year Rites."
2. As prescribed in DepEd Order No. 007, s. 2019, 203 days shall be the total number of school days that shall be reflected in School Form 9 (SF9), Learner's Progress Report Card.
3. To determine the Number of Days Present, the actual number of days the learner was present shall be reflected. However, on days that classes were suspended, there is a need to qualify by indicating the number of days classes were suspended and Alternative Delivery Mode (ADM) was undertaken, e.g. 15 days suspended with ADM option. The number of days the learner was absent within the month prior to the class suspensions/Enhanced Community Quarantine (ECQ) period shall be reflected. For purposes of compliance with the required 80 percent attendance of a learner, the total actual absences prior to class suspensions will be the basic consideration. This means that a learner whose percentage of absence (No. of Days Absent/203 days X 100 = Percentage of Absence) is lower than 20 percent shall be deemed to have met the attendance requirement for the school year.

Sample Illustration:

	Feb	Mar	Apr
Number of School Days	19	22 (15 days suspension of classes with ADM option)	3 (3 days suspension of classes with ADM option)
Number of Days Present	19	6 *Excluding days of class suspensions due to ECQ	0 *Excluding days of class

Days absent shall be deducted. If a learner was absent for one (1) day in March within the seven (7) days without suspension, 6 must be reflected instead of 7.

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			suspensions due to ECQ
Number of Days Absent	0	1	0

4. The suspension of classes from March 15 to April 14, 2020 is in compliance with the directives of the President, and the Memorandum issued by the Executive Secretary entitled "Community Quarantine over the entire Luzon and further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-2019, and in accordance with DepEd Memorandum No. 42, s. 2020 entitled "Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures.
5. Pursuant to DO No. 007, 2019 and DO No. 002, s. 2020, the date of graduation/moving up that shall be reflected in the diploma/certificate shall be any date between March 30 to April 17, 2020, depending on the date of actual conduct of the ceremonies. In cases where graduation/moving up ceremonies cannot be held, the date to be reflected shall be April 3, 2020.
6. For any clarifications or inquiries, please contact the Office of the Director IV, Bureau of Learning Delivery at email address bld.oda@deped.gov.ph or through telephone numbers 8636-6540/8637-4347.


DIOSDADO M. SAN ANTONIO
 Undersecretary



Republic of the Philippines
Department of Education

15 MAR 2020

DepEd MEMORANDUM
No. **042** s. 2020

**GUIDELINES FOR THE REMAINDER OF SCHOOL YEAR 2019-2020
IN LIGHT OF COVID-19 MEASURES**

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

1. The Department of Education (DepEd) adopted **Social Distancing Measures for the Remainder of the School Year** (Enclosure 1) in light of the latest developments and information on COVID-19, as well as its assessment of the remaining school requirements for School Year 2019-2020.

2. School Year (SY) 2019-2020 is already about to end. DepEd Order No. 7, s. 2019 titled **School Calendar for School Year 2019-2020** prescribed the 4th Quarter Examinations for the graduating levels of Grades 6 and 12 on March 12-13, 2020. On the other hand, the 4th Quarter Examinations for all other grade levels are scheduled on March 19-20, 2020. Thus, the essential competencies specified in the curriculum are expected to have already been covered.

3. On the public health side, new confirmations indicate local transmission and possible community transmission of COVID-19. The government, through the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and the Office of the President (OP), has imposed stringent social distancing measures and other guidelines for the management of the COVID-19 situation.

4. Given the above considerations, DepEd adopts the following guidelines for the completion of the remainder of SY 2019-2020, confirming and giving further details to earlier directives indicated in Enclosure 1:

- a. The week of March 16 to 20 is designated as the examination week in all DepEd schools for any remaining 4th Quarter Examinations. Schools should schedule these on staggered basis during the said week, in order to maximize and abide by social distancing protocols of the Department of Health (DOH). Students shall only come to school scheduled on stagger on the day of their respective examination schedules.
- b. In areas where classes have been suspended by the relevant national or local authorities for the week of March 16 to 20 and thus preventing the holding of the scheduled 4th Quarter Examination, such as in NCR and in areas where local government units have suspended classes, the 4th Quarter Examination will no longer be administered. The affected schools shall apply the grading formula in paragraph 5 hereof, for the computation of the final grades for the 4th quarter.

- c. Further academic requirements, if any, shall be done as home based assignments.
 - d. During the period of class suspension in NCR and other areas, teachers are not required to report to school, unless called to report by the Schools Division Superintendent on learner-related matters, if the same cannot be done at home or online. The teachers, however, are expected to finish the tasks required of them.
5. For the schools, or classes within schools, prevented from administering the 4th Quarter Examination, as described in paragraph 4 (b) above, the following grading and transmutation formula shall be adopted for the evaluation of the final grades of the affected learners.
- a. DepEd Order No. 8, s. 2015 titled **Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program** shall still be the basis in computing the Fourth Quarter grade of the learners, except that it will be based on class standing (CS) composed of written works and performance tasks
 - b. For all learning areas from Grades 1 to 10 and non core subjects in the Technical-Vocational-Livelihood/Sports/Arts and Design track in the Senior High School (SHS), CS totals 80% in original formula. Upon computing the weighted score in each component, the CS grade will be transmuted using Table 1 in Enclosure No. 2 to get the Fourth Quarter Grade
 - c. For all core subjects in the SHS as well as Work Immersion/Research/Business Enterprise/Simulation/Exhibit/Performance in the Academic Track, CS totals 75% in original formula. Upon computing the weighted score in each component, the CS grade will be transmuted using Table 2 in Enclosure No. 2 to get the Fourth Quarter Grade.
 - d. For all other subjects in the Academic Track of SHS, CS totals 70% in original formula. Upon computing the weighted score in each component, the CS grade will be transmuted using Table 3 in Enclosure No. 2 to get the Fourth Quarter Grade.
 - e. A sample computation of Fourth Quarter Grade is provided in Enclosure No. 3.
6. Consistent with paragraph 2 of DepEd Order No. 2, s. 2020 titled **Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-Of-School-Year Rites**, the week of April 13 to 17, 2020 shall be the period when schools may hold their moving up/graduation/recognition rites, subject to the following guidelines
- a. The rites shall be conducted pursuant to applicable social distancing measures in the locality directed by DepEd, OP, IATF, DOH and other relevant national and local authorities.
 - b. The schools, in consultation with the Parents Teachers Association (PTA) leadership, may choose to reschedule or forego the holding of the rites, should the public health situation prevent the holding of the rites within the said period.

- Outside NCR, all teachers shall use the next three days (March 11 to 13) for any 4th Quarter Examinations already scheduled, or to catch up with all remaining class requirements, and to schedule all remaining 4th Quarter Examinations for the week of March 16 to 20 on similar staggered basis. Students shall come to school next week (March 16 to 20) on the day of their respective examination schedules.
- After the 4th Quarter Examinations have been taken, any further school requirements shall as far as practicable be done as home-based assignments. Any compelling need to come to school shall observe all applicable COVID-19 precautions.

Should the public health situation prevent coming to school as outlined above, the Department shall issue a guideline for the evaluation of the final grades of all learners.

On moving up and graduation rites, each school shall have the discretion to elect the date for the holding of their rites within the week of April 13-17, 2020 taking into consideration the applicable guidelines by the DOH, and to conduct the same consistent with the DOH guidelines on mass gatherings. Should the public health situation prevent the holding of the graduation and moving up rites within the said week, the schools, in consultation with the PTA leadership, may choose to reschedule or forego the holding of graduation and moving up rites.

Private schools in the basic education level are highly encouraged to adopt the above guidelines for the remaining period of the school year.

Secretary Leonor Magtolis Briones reiterates that this social distancing measure for schools will only be effective if students, parents, and the local governments will do their part in ensuring that students avoid places like malls, movie houses, markets, and similar crowded places.

DepEd will continue to closely monitor the situation and shall continue to take informed, coordinated and proportionate decisions, in close consultation with DOH and other members of the IATF, to contribute to meeting the challenge of containing and managing COVID-19.

END

**DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY**

OFFICIAL STATEMENT

**DepEd Adopts Social Distancing Measures
for Remainder of School Year**

PASIG CITY, March 10, 2020 – At its meeting held this afternoon, the Executive Committee of the Department of Education (DepEd) discussed the implementation of the school suspension in the National Capital Region (NCR), and its broader options in light of the latest developments and information on COVID-19, as well as its assessment of the remaining school requirements for the year.

School Year 2019-2020 is already about to end. The 4th Quarter Examinations for the graduating levels of Grades 6 and 12 are scheduled per the School Calendar on March 12-13, 2020. This is already this coming Thursday and Friday. On the other hand, the 4th Quarter Examinations for all other grade levels are scheduled on March 19-20, 2020, which is already Thursday and Friday next week. Our feedback from the field is that the essential competencies specified in the curriculum are expected to have been covered.

On the public health side, we are informed of the new confirmations that indicate local transmission and possible community transmission. The suspension of classes in NCR, as advised by the expert panel of the Department of Health (DOH) and decided by the President upon recommendation of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), constitutes a social distancing measure intended to mitigate or slow down community transmission.

Given the above considerations, the DepEd Executive Committee adopted the following directives to the field for all DepEd schools:

- In NCR, considering the class suspension directed by the President for March 10 to 14, all teachers with the supervision of the Regional, Schools Division and School officials, shall schedule all remaining 4th Quarter Examinations in the week of March 16 to 20 on a staggered basis to reduce the number of students in the school per day. Teachers shall communicate with their students on pointers for review for examination and may opt to work from home. Students shall come to school next week (March 16 to 20) on the day of their respective examination schedules.

7. Teachers with available resources and access to the internet are highly encouraged to explore the *Online Alternative Learning Delivery Platforms* identified by the DepEd Information and Communications Technology Service (ICTS) that may be used for delivering distance learning during periods of class suspensions and similar circumstances. The guides for the use of these platforms are provided by the Office of the Undersecretary for Administration and ICTS.

8. Private schools in the basic education level are highly encouraged to adopt the above guidelines for the remaining period of the school year.

9. For more information on the grading and transmutation formula, please contact the **Bureau of Curriculum Development-Curriculum Standards Development Division (BCD-CSDD)**, 3rd Floor Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone numbers (02) 8632-7746 and (02) 8635-9822 or email address bcd.csdd@deped.gov.ph.

10. For more information on the *Online Alternative Learning Delivery Platforms*, please contact the **Information and Communications Technology Service-Education Technology Unit (ICTS-ETU)**, 5th Floor Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at email address edtech@deped.gov.ph.

11. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

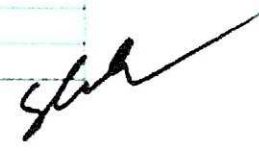
DepEd Order: (No. 7, s. 2019; No. 8, s. 2015; No. 2, s. 2020)

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
CLASSES
ELEMENTARY EDUCATION
JUNIOR HIGH SCHOOL
LEARNERS
SCHOOLS
SENIOR HIGH SCHOOL
TEACHERS

Table 1. Transmutation Table for Grades 1-10 and Non-Core Subjects of TVL, Sports, and Arts & Design

INITIAL CLASS STANDING GRADE	Transmuted Grade
80	100
78.70 - 79.99	99
77.40 - 78.69	98
76.10 - 77.39	97
74.80 - 76.09	96
73.50 - 74.79	95
72.20 - 73.49	94
70.90 - 72.19	93
69.60 - 70.89	92
68.30 - 69.59	91
67.00 - 68.29	90
65.70 - 66.99	89
64.40 - 65.69	88
63.10 - 64.39	87
61.80 - 63.09	86
60.50 - 61.79	85
59.20 - 60.49	84
57.90 - 59.19	83
56.60 - 57.89	82
55.30 - 56.59	81
54.00 - 55.29	80
52.70 - 53.99	79
51.40 - 52.69	78
50.10 - 51.39	77
48.80 - 50.09	76
47.50 - 48.79	75
44.33 - 47.49	74
41.16 - 44.32	73
37.99 - 41.15	72
34.82 - 37.98	71
31.65 - 34.81	70
28.48 - 31.64	69
25.31 - 28.47	68
22.14 - 25.30	67
18.97 - 22.13	66
15.80 - 18.96	65
12.63 - 15.79	64
9.46 - 12.62	63
6.29 - 9.45	62
3.12 - 6.28	61
0 - 3.11	60



**Table 2. Transmutation Table for SHS Core Subjects and Work Immersion/
Research/Business Enterprise/Simulation/Exhibit/Performance in the Academic Track**

INITIAL CLASS STANDING GRADE	Transmuted Grade
75	100
73.80 - 74.99	99
72.60 - 73.79	98
71.40 - 72.59	97
70.20 - 71.39	96
69.00 - 70.19	95
67.80 - 68.99	94
66.60 - 67.79	93
65.40 - 66.59	92
64.20 - 65.39	91
63.00 - 64.19	90
61.80 - 62.99	89
60.60 - 61.79	88
59.40 - 60.59	87
58.20 - 59.39	86
57.00 - 58.19	85
55.80 - 56.99	84
54.60 - 55.79	83
53.40 - 54.59	82
52.20 - 53.39	81
51.00 - 52.19	80
49.80 - 50.99	79
48.60 - 49.79	78
47.40 - 48.59	77
46.20 - 47.39	76
45.00 - 46.19	75
42.01 - 44.99	74
39.02 - 42.00	73
36.03 - 39.01	72
33.04 - 36.02	71
30.05 - 33.03	70
27.06 - 30.04	69
24.07 - 27.05	68
21.08 - 24.06	67
18.09 - 21.07	66
15.10 - 18.08	65
12.11 - 15.09	64
9.12 - 12.10	63
6.13 - 9.11	62
3.14 - 6.12	61
0 - 3.13	60

Table 3. Transmutation Table for all other SHS Subjects in the Academic Track

INITIAL CLASS STANDING GRADE	Transmuted Grade
70	100
68.90 - 69.99	99
67.80 - 68.89	98
66.70 - 67.79	97
65.60 - 66.69	96
64.50 - 65.59	95
63.40 - 64.49	94
62.30 - 63.39	93
61.20 - 62.29	92
60.10 - 61.19	91
59.00 - 60.09	90
57.90 - 58.99	89
56.80 - 57.89	88
55.70 - 56.79	87
54.60 - 55.69	86
53.50 - 54.59	85
52.40 - 53.49	84
51.30 - 52.39	83
50.20 - 51.29	82
49.10 - 50.19	81
48.00 - 49.09	80
46.90 - 47.99	79
45.80 - 46.89	78
44.70 - 45.79	77
43.60 - 44.69	76
42.50 - 43.59	75
39.67 - 42.49	74
36.84 - 39.66	73
34.01 - 36.83	72
31.18 - 34.00	71
28.35 - 31.17	70
25.52 - 28.34	69
22.69 - 25.51	68
19.86 - 22.68	67
17.03 - 19.85	66
14.20 - 17.02	65
11.37 - 14.19	64
8.54 - 11.36	63
5.71 - 8.53	62
2.88 - 5.70	61
0 - 2.87	60

SAMPLE COMPUTATION FOR GRADES 1-10

STEPS	EXAMPLE																											
1. Get the total score for each component	<table border="1"><thead><tr><th></th><th>Learner's Raw Score</th><th>Highest Possible Score</th></tr></thead><tbody><tr><td>Written Work 1</td><td>18</td><td>20</td></tr><tr><td>Written Work 2</td><td>22</td><td>25</td></tr><tr><td>Written Work 3</td><td>20</td><td>20</td></tr><tr><td>Written Work 4</td><td>17</td><td>20</td></tr><tr><td>Written Work 5</td><td>23</td><td>25</td></tr><tr><td>Written Work 6</td><td>26</td><td>30</td></tr><tr><td>Written Work 7</td><td>19</td><td>20</td></tr><tr><td>Total</td><td>145</td><td>160</td></tr></tbody></table>		Learner's Raw Score	Highest Possible Score	Written Work 1	18	20	Written Work 2	22	25	Written Work 3	20	20	Written Work 4	17	20	Written Work 5	23	25	Written Work 6	26	30	Written Work 7	19	20	Total	145	160
		Learner's Raw Score	Highest Possible Score																									
	Written Work 1	18	20																									
	Written Work 2	22	25																									
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	Written Work 4	17	20																									
	Written Work 5	23	25																									
	Written Work 6	26	30																									
	Written Work 7	19	20																									
	Total	145	160																									
	2. Divide the total raw score by the highest possible score then multiply the quotient by 100%	<table border="1"><thead><tr><th></th><th>Learner's Raw Score</th><th>Highest Possible Score</th></tr></thead><tbody><tr><td>Performance Task 1</td><td>12</td><td>15</td></tr><tr><td>Performance Task 2</td><td>13</td><td>15</td></tr><tr><td>Performance Task 3</td><td>19</td><td>25</td></tr><tr><td>Performance Task 4</td><td>15</td><td>20</td></tr><tr><td>Performance Task 5</td><td>16</td><td>20</td></tr><tr><td>Performance Task 6</td><td>25</td><td>25</td></tr><tr><td>Total</td><td>100</td><td>120</td></tr></tbody></table>		Learner's Raw Score	Highest Possible Score	Performance Task 1	12	15	Performance Task 2	13	15	Performance Task 3	19	25	Performance Task 4	15	20	Performance Task 5	16	20	Performance Task 6	25	25	Total	100	120		
			Learner's Raw Score	Highest Possible Score																								
		Performance Task 1	12	15																								
		Performance Task 2	13	15																								
		Performance Task 3	19	25																								
Performance Task 4		15	20																									
Performance Task 5		16	20																									
Performance Task 6		25	25																									
Total	100	120																										
	Percentage Score (PS) = $(145/160) \times 100\%$																											
	Percentage of Written Work is 90.63																											
	Percentage Score (PS) = $(100/120) \times 100\%$																											
	Percentage of Performance Task is 83.33																											



<p>3. Convert Percentage Score to Weighted Scores. Multiply the Percentage Score by the weight of the component indicated in Table 4 and Table 5.</p>	<p>Written Work is 30% Weighted Score (WS) = 90.63×0.30</p> <p>The Weighted Score of Written Work is 27.19</p> <p>Performance Tasks is 50% Weighted Score (WS) = 83.33×0.50</p> <p>The Weighted Score of Performance Task is 41.67</p>
<p>4. Add the Weighted Scores of each component.</p>	<p>Component Weighted Score Written Work = 27.19 Performance Tasks = 41.67</p> <p>TOTAL : 68.86</p>
<p>5. Transmute the Initial Grade using the Transmutation Table in Table 1.</p>	<p>The Initial Grade is 68.86</p> <p>The Transmuted Grade is 91</p> <p>The Quarterly Grade for 4th Quarter is 91.</p> <p>This is reflected in the Report Card.</p>





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 workweek 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.

8. In areas outside NCR where community quarantine based on guidelines by the IATF or the DOH has been imposed by the appropriate authorities, the framework and the directives herein shall also be applied.
9. The DepEd Task Force COVID-19 is hereby directed to issue the uniform and minimum standards for social distancing within the workplace, during travel, and in private premises and activities.
10. All DepEd officials, teaching and nonteaching personnel are enjoined to monitor the day-to-day developments of the COVID-19 situation to be able to contribute to informed, coordinated, and proportionate response of the Department to the challenge of containing and managing COVID-19.
11. Further guidelines shall be issued to clarify, amend, refine or supplement the above measures, or to align them with directives of the President, recommendations of the IATF and/or the Department of Health, and other applicable rules, regulations and guidelines.
12. This Memorandum takes effect immediately upon issuance.
13. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:
None

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE
BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS
UNITS
WORK HOURS

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	7:00 am - 5:00 PM	7:00 am - 5:00 PM	7:00 am - 5:00 PM	7:00 am - 5:00 PM	7:00 am - 5:00 PM	
Ex. Maria Juana dela Cruz	PDO II	Pregnant	7:00 am - 5:00 PM	7:00 am - 5:00 PM	7:00 am - 5:00 PM	7:00 am - 5:00 PM	7:00 am - 5:00 PM	
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

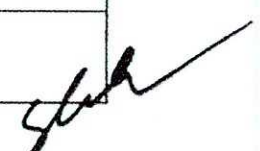
Name of Personnel:

Division/Office:

Position:

Bureau/Service:

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