



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 234, s. 2020

April 7, 2020

**SUPPLEMENTARY GUIDELINES IN IMPLEMENTING DEPED REGIONAL  
MEMORANDUM NO. 18, SERIES OF 2020 AND EXECUTIVE ORDER NO. 26,  
SERIES OF 2020 ISSUED BY THE HONORABLE GOVERNOR OF DAVAO DEL SUR**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
All Schools Division Office Personnel  
All School Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. With reference to Regional Memorandum No. 18, s. 2020 entitled “Guidelines on the Adoption of Alternative Work Arrangements in Connection with the Declaration of A State of Public Health Emergencies Due to COVID-19” and the Executive Order No. 26, s. 2020, re: “An Order Declaring the Entire Province of Davao del Sur Under Enhanced Community Quarantine and Providing Guidelines to Suppress the Spread of COVID-19 Infection”, the Division Memorandum No. 221, s. 2020 entitled “Protocol and Guidelines on Workweek Arrangements and Other Instructions for Department of Education Digos City Division Personnel and to the Transacting Public, is hereby reiterated. This Office hereby directs the above-captioned personnel on the additional protocol and guidelines in transacting and the working arrangement at the Schools Division Office (SDO) as its response to the COVID-19 threat.

a. **WORK ARRANGEMENT/SCHEDULE**

Executive No. 26 s. 2020 provides that all government offices must work from home and leave minimal employees to continue work in the Office..” while DepEd Regional Memorandum No. 18. s. 2020 instructs, “Effective April 6, 2020 “Work from Home” arrangement shall be adopted. Employees shall be considered on call from Monday to Friday until the revocation of herein Memo, subject to the genuine exigencies and as far as circumstances may warrant within the effectivity of this Memo. However, the Regional and Schools Division Offices shall implement measures to continuously receive and process business transactions in the most practicable manner, within the effectivity of this Memo.”



Hence, the skeletal arrangement shall still be adopted. Each section in the SDO and the two (2) Functional Divisions shall be manned by one (1) employee on rotation as far as practicable. Those who are pregnant, of retireable age and with health issues like cancer, hypertension, diabetes, and heart problems shall be exempt from the 1-day Office duty. However, these personnel shall still be subject to the “Work from Home” arrangement. To the rest of the employees, the remaining four (4) days in the work week shall utilize online platforms to continue the basic and essential services the Division is catering to its clients.

b. “Security and utility person shall be required to report for work and conduct their functions in the Office. Such personnel are directed to observe stringent health and social distancing protocols in the workplace at all times”, as provided in EO 26.

In the Division of Digos City the Security personnel are required to report to work daily subject to their shifting arrangement. They shall be equipped with disposable gloves, face masks and shall accept ONLY documents that are packed in a sealed plastic envelop. The gates shall be closed at all times and only personnel who are identified as skeletal staff of the day shall be allowed inside the Division Office.

The utility personnel shall report three (3) times a week alternately in order to maintain the offices’ common spaces and the grounds. Their schedule shall be arranged by the Administrative Officer V for Administration. The rest of the two (2) days of the workweek shall be On Call. The maintenance, upkeep and disinfection of their respective stations shall be done by the staff assigned for each day.

The driver of the government service vehicle shall report on days where employees have to be ferried to and fro residence and office. The protocol for such was issued in a separate memo on Transportation Arrangements.

2. All other provisions set in the Division Memorandum No. 221, s. 2020 shall remain in force and effect for the duration of public health emergency unless sooner revoked.

3. Immediate and wide dissemination of this Memorandum is enjoined.



**CRISTY C. EPE**

Schools Division Superintendent

