



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

5 October 2020

**DIVISION MEMORANDUM**  
No. 470, s. 2020

**ALTERNATIVE WORK ARRANGEMENTS AND SUBMISSION OF DOCUMENTS AT THE SCHOOLS DIVISION OFFICE DURING THE IMPLEMENTATION OF ADVISORY GUIDELINES NO. 21, SERIES 2020 ISSUED BY THE LOCAL CHIEF EXECUTIVE OF DIGOS CITY**

To: **SCHOOLS DIVISION OFFICE PERSONNEL**  
**TEACHING AND NON-TEACHING PERSONNEL**

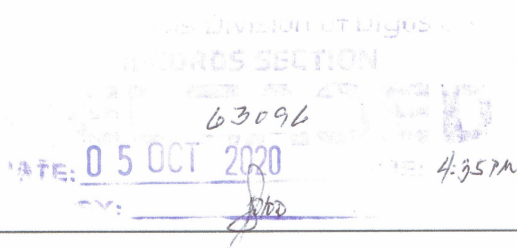
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1. Pursuant to the City Government of Digos COVID-19 Guidelines No. 21, Series 2020 issued on 2 October 2020 which shall be implemented from 2 October 2020 to 16 October 2020, the Office of the Schools Division Superintendent accedes and supports the intention of Mayor Josef F. Cagas.
2. As such, the Division of Digos City shall adopt the following alternative work arrangements for the duration of the guidelines from 5 October 2020 to 16 October 2020:
  - i. Divisions, Sections and Units in the Schools Division Office shall adopt a skeletal alternative work arrangement in which each offices shall be manned by three to four personnel to act as frontline service providers. Division Chiefs, Sections Heads, and Units Head shall discuss among themselves who will be on site and who will be working from home on certain days.
  - ii. The School Head shall facilitate the scheduling of the Work From Home Arrangement of Teachers, provided that the Work Week Plan (WWP) and Individual Work Week Accomplishment (IWWA) are submitted promptly.
  - iii. For schools, social/physical distancing shall be observed as well as the wearing of face mask and face shield, checking of body temperature, washing or sanitizing hands before entering the school premises, and using foot bath at the entrance of the school. School personnel, who are in direct contact with a person who is confirmed positive with COVID-19 or with those included in the contract tracing list, shall be working from home. School Heads are required to report to the Schools Division Superintendent or Division COVID-19 Focal Person any COVID-19 related cases happening in school. Those having cough, colds, fever, headache and other flu-like symptoms shall NOT report to school and will be working from home. Teaching and Non-teaching personnel residing in a community with increasing number of COVID-19 positive cases; and, school located in a community with confirmed positive cases and in lockdown shall follow the Work From Home (WFH) arrangement. School personnel should disinfect their working areas and school premises regularly.
  - iv. Personnel with immune-deficiency disease, comorbidities, and pregnant women shall observe a work from home arrangement. However, these



personnel must have open communication lines through text messaging and online means such as messenger, email, etc. to provide data and information needed by their offices/school considering that the implementation of these guidelines fall within the start of the opening of classes in which vital data should be readily available for the DepEd's Division, Regional and Central offices.

- v. Personnel who will be "on site" at the office shall always wear face mask and face shield while within at least two (2) meters of each other. These will be optional when these personnel are not within the required proximity of each other.
3. Face to face transactions from outsiders in the Division Office or Schools shall be suspended except for extremely important matters. Should there be face to face encounter, it is mandatory that the transacting client and the service provider shall wear face mask and face shield. The policy of No face mask, No faced shield: No transaction shall be strictly implemented.
4. The Schools Division Office shall implement the drop box system presently observed by the DepEd Regional office. Each Division, Section and Unit of the Division Office shall provide a plastic box on the receiving of documents which shall be placed at the guard house with the label of their office. All documents must be placed in plastic envelops. The documents in the drop box shall be forwarded to the Records Section for proper logging in the Data Tracking System and eventual routing to the concerned office.
5. No DepEd Personnel shall be allowed to enter the office premises to avoid crowding or loitering around the Division Office premises. Should their concern be crucial to the operations of the school, these personnel should be granted special permit from the Office of the Schools Division Superintendent.
6. Suppliers shall transact business at the tent, observing the proper protocol of wearing face mask and face shield. No face mask and shield, no transaction shall be strictly implemented within the office premises. Supplier's vehicle should be parked outside the office premises.
7. Division Chiefs, Section Heads and Units Heads are obliged to disinfect their work places before closing time or as needed. This directive also includes the guard on duty who will disinfect the entrance of the office, the guard house and the gate.
8. Provisions in this memorandum which involves the transacting public shall be printed in tarpaulin to be displayed at the gate facing the road.
9. After the duration issued by the City Government of Digos COVID-19 Guidelines No. 21, Series 2020 covering 2 October 2020 to 16 October 2020, the Schools Division Superintendent shall issue a memorandum governing a new Alternative Work Arrangement pursuant to DepEd Orders.
10. The Administrative Officer V for Administration shall brief all personnel and the agency-hired security guard on these protocols.
11. Memoranda previously issued by the Schools Division Office which are consistent with this instant memorandum shall remain in full force and effect.
12. For immediate dissemination and strict compliance.



**CRISTY C. EPE**  
Schools Division Superintendent

