



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

12 November 2020

DIVISION MEMORANDUM
No. 543, s. 2020

**ALTERNATIVE WORK ARRANGEMENT TO ADDRESS THE RECENT
COVID-19 ISSUE IN THE SCHOOLS DIVISION OFFICE**

To: **ALL SCHOOLS DIVISION OFFICE PERSONNEL**

1. Pursuant to the approved recommendation from the Safety Management Committee to address the recent COVID-19 issue in the Schools Division Office, all personnel shall be on work from home arrangement beginning 1:00 o'clock in the afternoon of 12 November 2020 for disinfection purposes. This work arrangement shall continue until the result of the swab test of one of our personnel shall be released.
2. Personnel shall be prohibited from entering the Division Office premises unless the purpose/s is/are extreme urgent and necessary in which the entrance should be with the permission from the Schools Division Superintendent or the Administrative Officer V. This prohibition includes the IT team who are having editing activities at the second floor of the new building. Mr. Pascual is directed to inform the IT team and to observe for their proper compliance of this prohibition.
3. The guard on duty should implement this prohibition strictly. In the event personnel should enter the office, he should call the AO V for proper information and permission of their entrance to the SDO premises.
4. No vehicle shall be allowed to enter the SDO premises except for vehicles owned by division personnel.
5. This memorandum shall have no force and effect after the release of the swab test of one of our personnel, should the result turn out negative.
6. For immediate dissemination and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

