



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

8 March 2021

DIVISION MEMORANDUM
No. 167, s. 2021

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

To: **ALL SCHOOLS DIVISION OFFICE PERSONNEL**

1. Pursuant to the approved recommendation of the Safety Management Committee to address the recent COVID-19 issues in the Schools Division Office, all personnel shall be on work from home arrangement beginning March 8, 2021 (Monday). The work arrangement shall continue until the result of the swab tests of two of our personnel shall be released with negative results.
2. Personnel shall be prohibited from entering the Schools Division Office premises unless the purpose/s is/are extremely urgent and necessary to address existing needs. As such, the entrance of these personnel shall be with the permission from the Schools Division Superintendent or 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 on this memorandum and to observe 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 presence in the SDO premises.
4. No vehicle shall be allowed to enter the SDO premises while the lockdown is implemented except for vehicles owned by division personnel entering the office for pick up purpose/s of documents and/or office equipment/s essential for work to be done at home.
5. Delivery of goods shall be done outside the gate of the SDO should there be Supply Personnel to receive the same.
6. This memorandum shall be effective immediately and remains valid until the release of the swab tests of the two our personnel with negative results.
7. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

