



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM  
No. **331**, s. 2021

June 4, 2021

**SUPPLEMENTAL GUIDELINES IN IMPLEMENTING CITY ADVISORY  
GUIDELINES NO. 4 SERIES OF 2021 ISSUED BY THE LOCAL CHIEF  
EXECUTIVE OF DIGOS CITY IN DEPED DIGOS CITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Schools Division Office Personnel  
All Others Concerned

1. In reference to City Government of Digos COVID-19 Advisory Guidelines No. 4 series of 2021”, the DepEd Schools Division of Digos City will adhere to the City Advisory and adopt the work alternative arrangement that will maximize social or physical distancing for all personnel while ensuring delivery of essential and priority deliverables **starting from June 5, 2021 to June 30, 2021** unless sooner revoked by a subsequent issuance from the Local Government of Digos.
2. Mentioned below are the salient points in City Government of Digos COVID-19 Advisory Guidelines No. 4 series of 2021.
  - *“Paragraph 4. Government*
    - a. *All government offices shall work from home EXCEPT those involved in security, health services, social welfare, sanitation, disaster, information, frontline services, and other essential offices in such a way that services will not be hampered until further notice;*
    - b. *Government offices and agencies are highly encouraged to operate on an appointment basis;*
    - c. *All government face-to-face meetings and activities shall be deferred or suspended until further notice. The use of virtual platform is highly encouraged. Any exception to this shall require prior written approval from the Local Chief Executive; and*
    - d. *All disaster and emergency activities including emergency employment services, vaccination program, blood-letting activities, distribution of financial grants, food and non-food items are allowed provided that health protocols must at all times be observed”.*



3. Further, the Division Chiefs and Section Heads shall instruct their respective staff to be accessible <sup>through</sup> to whatever means of communication during working hours in order to respond to any directives, requests, queries, reports and other work-related activities. Arrangements must be made by the heads so that not more than three (3) will be in the same room. The Division Chiefs and Section Heads shall also make their Office business process flow and submit to the Schools Division Superintendent through e-mail.
4. Anyone coming into the Office must be cleared by the Division Safety Management Committee for proper coordination.
5. All forms of face-to-face activities whether conducted by the Division Office or by outside organizers held in schools or in any venue shall be strictly held in abeyance until further notice. Virtual meetings are encouraged.
6. Division security personnel shall be on duty following their regular routine. Utility personnel shall continue to maintain the grounds and buildings but will work on their specific task which shall be coordinated by Mr. Francis Jude Alcomendras, Administrative Officer V. Mr. Dominador Espacio, Administrative Aide IV shall be on call during office hours if the service vehicle is needed for urgent, very important and unavoidable request/s, task that requires transport.
7. For the financial transaction in the Schools Division Office, mentioned below are the steps of the said transaction:
  - The Division security personnel receives the documents and forward to the Accounting Section.
  - The Accounting Section will check and verify the documents for claim then computes necessary claims and forward for pre-audit.
  - The Budget Section will verify claims and obligates then forwards soft copy of Obligation Request and Status (ORS) to Accounting Section for Disbursement Voucher (DV).
  - The Accounting Section makes disbursement vouchers and forward soft copies of DV and ORS to Schools Division Superintendent for approval.
  - The Schools Division Superintendent approves DV and ORS then e-mail the approved DV and ORS to the Accounting Section.
  - The Accounting Section prints approved DV and ORS, and attach necessary documents. Make ADA and Summary of Issued and Invalidated ADA Entries (SLIIE) and forwards to Mr. Francis Jude Alcomendras for approval.
  - For check payments, forwards the hard copies of approved DV and ORS with attachments to Cash Section
  - The approved ADA and SLIIE will be forwarded to Cash Section for signature and for submission to bank.
  - The Schools Division Superintendent will sign the box A of DV and ORS from June 7-30, 2021.



8. For schools, the School Heads shall instruct all personnel in school to be accessible through whatever means of communication available in order to respond to required reports. Modules distribution and all forms of face-to-face activities shall be suspended. Virtual meetings are encouraged. Those hired for security shall report to school to perform regular duties and functions. School utility personnel shall check the schools for maintenance and upkeep but in no way shall they come together. The schedule and tasks of the utility personnel shall be coordinated by the School Head.
9. For information, guidance, and compliance of all concerned.



**CRISTY C. EPE**

Schools Division Superintendent

