



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM  
 No. 344, s. 2021

June 14, 2021

**SUPPLEMENTAL GUIDELINES IN IMPLEMENTING CITY EXECUTIVE ORDER  
 NO. 24 SERIES OF 2021 ENTITLED "AN ORDER PLACING THE ENTIRE  
 DIGOS CITY UNDER GENERAL COMMUNITY QUARANTINE (GCQ) UNTIL  
 JUNE 27, 2021 AND PROVIDING POLICIES AND GUIDELINES THEREOF"  
 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 Executive Order No. 24 series of 2021 entitled "An Order Placing the Entire Digos City Under General Community Quarantine (GCQ) Until June 27, 2021 and Providing Policies and Guidelines Thereof", the DepEd Schools Division of Digos City will adhere to the City issuance and adopt the work alternative arrangement that will maximize social or physical distancing for all personnel while ensuring delivery of essential and priority deliverables **from June 14, 2021 to June 27, 2021.**
2. Mentioned below are the salient points in City Government of Digos Executive Order No. 24 series of 2021.
  - "Section 3. Government
    - a. All government offices shall observe skeleton workforce *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 to whatever means of communication during working hours in order to respond to any directives, requests, queries, reports and other work-related activities. Skeleton/skeletal work arrangement must be made by the heads so that not more than three (3) persons will be in the same room in a day for onsite duty. Please submit the names of personnel on on-site duty for the entire week.
4. Only Division Office personnel shall be allowed inside the Schools Division Office and they shall proceed to their respective sections without converging in any other offices/sections or around the premises except in their specific work area. All outsiders shall be refused entry. All documents received must be placed in a box or crate by the security personnel, then place under the heat of the sun for an hour.
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 be on their regular duty 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 but in no way shall they come together and Mr. Dominador Espacio, Administrative Aide IV shall be on his regular duty also.
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 SLIE 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, all school personnel shall be on Work From Home (WFH) work arrangement. 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 strict compliance of all concerned.



**CRISTY C. EPE**

Schools Division Superintendent

