



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 378, s. 2021

July 1, 2021

**SUPPLEMENTAL GUIDELINES IN IMPLEMENTING CITY EXECUTIVE ORDER
NO. 28 SERIES OF 2021 ENTITLED “AN ORDER PLACING THE ENTIRE
DIGOS CITY UNDER MODIFIED ENHANCED COMMUNITY QUARANTINE
(MECQ) 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. 28 series of 2021 entitled “An Order Placing the Entire Digos City Under Modified Enhanced Community Quarantine (MECQ) 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 July 1, 2021 to July 15, 2021**.
2. Mentioned below are the salient points in City Government of Digos Executive Order No. 28 series of 2021.

Section 1. Paragraph 2. “Any person below eighteen (18) years old, those who are over sixty-five (65) years old, those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall be required to remain in their residences at all times, except for obtaining essential goods and services, of for work in industries and offices or such other activities permitted under Modified Enhanced Community Quarantine (MECQ)”.

Section 3. Paragraph 1. “All government offices shall observe skeletal 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.



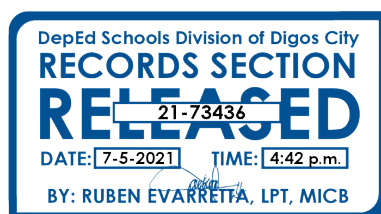
Section 4. Paragraph 1. "The following establishments, persons, or activities shall be permitted and allowed to operate, work or be undertaken at full on-site capacity:

...letter z (bb) Teachers, professors and other staff for purposes of conducting online/offline, and flexible classes, completion of grades, and processing of student credentials, requirements and documents".

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 on-site 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 placed under the heat of the sun for an hour.
5. 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.
6. 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 July 1-15, 2021.
7. For schools, all school personnel shall be on skeleton/skeletal 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.
8. The following are the recommendations of the Division Safety Management Committee for schools:
- Teachers will be on skeleton/skeletal work arrangement starting July 5, 2021;
 - 50% or 25% of school personnel depending on size of schools;
 - Teachers who are sixty-five (65) years old, those with immunodeficiency, comorbidity, or other health risks, pregnant women, with cough, colds, fever and other flu-like symptoms, with family members who are confirmed positive of COVID-19 or with relatives included in the contact tracing and due for swab test, shall not report to school;
 - Schools must have a mechanism or strategies in the distribution and retrieval of modules;
 - During the distribution and retrieval of modules, teachers will have no physical contact with parents. Parents will get their worksheets inside the box placed outside the gate of the school but close enough to be checked on by the school guard for monitoring purposes;
 - Schools must ask permission from the barangay and ask assistance during the distribution and retrieval of modules;
 - Teachers shall prepare a schedule for parents to pick-up the modules and inform and contact them on the specific time;
 - Schools must use first the online platform such as conducting online class or send pictures of worksheets via messenger or other social media platforms;
 - Virtual meetings relevant to school activities are encouraged;
 - Teachers shall wear facemask and face shields at all times, and observe frequent handwashing or sanitizing and a minimum of 2-meter physical distancing from any individual;
 - No eating together;
 - Teachers shall stay in their own room; and
 - To enable the learners and learning facilitators to navigate the challenges of the new normal in the teaching and learning process and make necessary adjustment throughout the school year, it is recommended that schools implement “Academic Ease” measures appropriate for their respective contexts as mentioned in Memorandum OUCI-2020-307, dated October 30, 2020.
9. For information, guidance, and strict compliance of all concerned.




CRISTY C. EPE
 Schools Division Superintendent



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 ☎ (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
 📠 (082) 553-8396 | (082) 553-8376
 🌐 www.depeddigoscity.org ✉ digos.city@deped.gov.ph