



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 671, s. 2021

November 19, 2021

GUIDELINES ON WORK ARRANGEMENT OF SCHOOLS DIVISION OF DIGOS CITY IN THE IMPLEMENTATION OF ALERT LEVEL SYSTEM FOR COVID-19 RESPONSE

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Public Schools District Supervisors
All School Heads
All Teaching, Teaching-Related, and Non-Teaching Personnel
All Others Concerned

1. Inter-Agency Task Force for the Management of Emerging Infectious Diseases re: Guidelines on the Implementation of Alert Levels System for COVID-19 Response, Section 5, paragraph 4, states that “In Alert Level 2, agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 50% on-site capacity while applying work-from-home and other flexible work arrangements”.
2. Relative to this, the Schools Division Office and schools shall implement 3-day on-site and 2-day as work-from-home arrangement at 50% of personnel per day of work starting **November 22, 2021**.
3. In the Schools Division Office, the Division Chiefs, Section Heads, and Unit Heads shall make the on-site and work-from-home schedules of their personnel and ensure the that the arrangement of the office tables is within the safety standards. The work schedule shall be submitted to the Human Resource (HR) section. To those personnel who will be on work-from-home work schedule shall 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.
4. For schools, the School Heads shall make the on-site and work-from-home schedules of their teaching and non-teaching personnel and ensure the that the arrangement of the office tables is within the safety standards. The work schedule shall be submitted to the Public Schools District Supervisors. To those personnel who will be on work-from-home work schedule shall 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.
5. For information, guidance, and strict compliance of all concerned.

CRISTY C. EPE

Schools Division Superintendent

