



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2022- 105

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
SECTION AND UNIT HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOLS DIVISION OFFICE PERSONNEL
SCHOOLS PERSONNEL - TEACHING AND NON-TEACHING

Subject : Office Policy on Work From Home implementing Civil Service Commission Memorandum Circular No. 6. s. 2022 entitle: *"Policy on Flexible Work Arrangement in the Government"*

Date : 12 May 2023

This has reference to the letter of Dir. Richard T. Ortiz, Director II, CSC Davao del Sur Field Office, Digos City dated April 17, 2023 informing this office of the importance and application of Civil Service Commission Memorandum Circular No. 6. s. 2022 entitle: *"Policy on Flexible Work Arrangement in the Government"*

Statements in his letter that we should take notice of are the following:

1. *"employees permitted to Work From Home are seen gallivanting in places outside their homes";*
2. *"outputs accomplished that are not commensurate to the eight-hour work day for one spent Working From Home";* and,
3. *"for agencies implementing FWA to submit to the CSC Regional Office their Internal Policies in the Adoption of the FWA."*

The information put forward by Dir Ortiz is very crucial in the delivery of public service in this government office, thus, it is hereby directed that the Work From Home arrangement is suspended. Its implementation shall be subject to the guidelines this office will issue pursuant CSC MC No. 6, s. 2022.

CSC MC No. 6, 2022 provides in Letter B (Parameters in the Implementation of the Flexible Work Arrangement), No. 1 (Flexiplace) 1.1 (WFH), to wit:

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- 1.1.1 *WFH may be adopted anytime, subject to mutually agreed arrangements between the officials or employees and their supervisors. It shall apply to government officials and employees whose assigned task/s can be accomplished outside the office.*



1.1.2 WFH may likewise be extended to government officials and employees whose task/s cannot be accomplished at the office, satellite office, or another fixed place under the following situations:

- a. During the emergence of a national or local outbreak of a severe infectious disease and/or the occurrence of natural or man-made calamities; and**
- b. Their place of assignment is located within one (1)- kilometer radius from:**

- 1. Facilities and installations where infected/ suspected patients and public health workers and other frontline workers who, while in the performance of their respective public duties, are regularly exposed to infectious diseases, are located; and**
- 2. A calamity-stricken area.**

1.1.3 Task/s assigned to officials or employees should be performed to the full extent possible in terms of workhours and workdays per workweek.

1.1.4 Employees under WFH arrangement are not entitled to Compensatory Overtime Credit/Overtime Pay.”

In view thereof, this office shall implement the following guidelines in relation to the implementation of Work From Home pursuant to CSC MC No. 6, s. 2022:

1. WFH may be adopted in special cases and can be revoke anytime should there be report/s of its violation.
2. Personnel who will opt for WFH arrangement shall file an application with the Schools Division Superintendent who will approve or disapprove it. The application should state the nature of her/his work, the capability of bringing her/his work at home and the undertaking that the work load should be done in the eight-hour work day as mandated by the Civil Service Commission. Should the work load are not capable of performing it at home as the nature of the work can only be done in the office or school, the application shall be disapproved.
3. The requesting personnel shall only perform her/his duties and responsibilities on Work From Home arrangement after the approval of the request.
4. Personnel granted with WFH arrangement should perform her/his job at home to the full extent possible in terms of workhours and workdays per workweek. She/He should answer phone call/s and respond to messages in the email and “messenger.” She/He should not leave the home as the workplace while engaging in the eight-hours day work excluding the break time. The submitted Individual Work Accomplish Report (IWAR) of the grantee should be commensurate to the eight-hour day work attached with the printout of the output. Violation of this provisions shall be a ground to the revocation of the Work From Home arrangement of the grantee and she/he be should be considered absent on that particular day.
5. Posting of pictures in the social media on the scheduled Work From Home arrangement showing places other the home shall be dealt with accordingly.

This memorandum shall take effect immediately and a copy shall be furnished to the Office of the Director II, Civil Service Commission, Davao de Sur/Davao Occidental Field Office, Digos City.

For immediate dissemination and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION


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