



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF ILOILO CITY

Office of the Schools Division Superintendent

January 5, 2021

DIVISION MEMORANDUM

No. _____, s. 2021

REITERATION OF GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS
AND SUPPORT MECHANISMS FOR WORKERS IN THE GOVERNMENT
PARTICULARLY ON THE PROVISIONS OF CIVIL SERVICE COMMISSION
MEMORANDUM CIRCULAR NUMBER 18, S. 2020

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Principals//Heads/Officers-in-Charge
Unit Chiefs/Heads

1. Pursuant to DepEd Order 11, s. 2020 and Civil Service Commission Memorandum No. 10, s. 2020 and as amended by Civil Service Commission Memorandum No. 18, s. 2020, the field shall be guided by the following frameworks:

a) Observance of stringent social distancing measure by all offices, units and schools. The social distancing measures are for the protection of each official, teaching and non-teaching personnel of our Schools Division.

b) Continuity of delivery of DepEd essential services and priority programs, while observing stringent social distancing measures in work-related functions and responsibilities.

c) Consistency of the actions of each official, teaching and non-teaching personnel in the context of work and private activities, to ensure that the public health objectives are achieved and not compromised by inconsistent actions and behavior of individuals.

2. Consistent with the above frameworks, the Schools Division of Iloilo City may adopt any or combination of the following alternative work arrangements appropriate/applicable to their nature of work/job of the employee as embodied in CSC MC 10, s. 2020 and amended in CSC MC 18, 2020: (Please download the copy of the MCs at csc.gov.ph)

- a) Work-from-Home
- b) Skeleton (Skeletal) Workforce
- c) Four-day (Compressed) Workweek
- d) Staggered Working Hours

3. The chosen alternative work arrangement of each office/school shall be subject to the approval of the Schools Division Superintendent. It shall be noted that those who are under work-from-home shall make themselves available during the work hours that they are at home.



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4. School-based non-teaching and teaching-related personnel shall also adopt any or combination of the above-stated alternative work arrangements. The following will monitor the Work Week Plan and Individual Work Week Accomplishment Report of their respective schools/units/division:

- a) Chiefs of CID and SGOD – Asst. Schools Division Superintendent
- b) Unit Chief – (Finance, Budget, Administrative, Legal and ITO) – Schools Division Superintendent
- c) School Heads – Public Schools District Supervisors
- d) Teaching and Non-Teaching Personnel in Schools – School Heads
- e) Personnel under the different Functional Divisions – Unit Chiefs/Heads

Unit Chiefs/Heads of the different Functional Division shall submit their respective Work Week Plan and Individual Work Week Accomplishment Report to the HRMO for consolidation and validation of weekly outputs.

5. All personnel who will physically report to the office must observe the following risk-based public health standards prescribed under Department of Health Order 2020-0015:

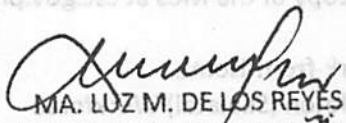
- a) Practice respiratory etiquette at all times
- b) Regular washing of hands with soap and water or use of hand sanitizer/disinfectant
- c) Disinfection of frequently touched surfaces and objects
- d) Use of face masks/shields
- e) Practice of physical social distancing

6. As support mechanism, this Office will adopt the following:

- a) 9:00 a.m. to 4 p.m. working hours (reduced working hours as authorized by the President)
- b) Reasonable transportation facilities available to all employees with no means of transportation (for the schedule, please coordinate with Ms. Antonina A. Java, AO V)
- c) Other monetary and forms of incentives as maybe allowed by the Office of the President or other authorized agencies or upon approval of the heads of the agencies subject to the accounting and rules and regulations.

7. The provision contained herein shall remain in full force and effect until modified or amended by a contrary guidelines, rules and regulations issued either by the Department of Education, Inter-Agency Task Force for the Management of Emerging and Infectious Diseases and Civil Service Commission.

8. Immediate dissemination and strict compliance to the contents of this Memorandum is desired.


MA. LUZ M. DE LOS REYES
Schools Division Superintendent

Reference: As stated

Enclosures: None

To be indicated in the Perpetual Index

Under the following subjects:

EMPLOYEES OFFICIALS SCHOOLS UNITS WORK HOURS