



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

Office of the Schools Division Superintendent

June 3, 2021

DIVISION MEMORANDUM

No. 42, s. 2021

IMPLEMENTATION OF EXECUTIVE ORDER NO. 50, S. 2021
AND ADMINISTRATIVE ORDER NO. 43

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 Executive Order No. 50, s. 2021 signed by the Honorable Jerry P. Treñas, Mayor of Iloilo City and Administrative Order No. 43 dated June 1, 2021 signed by the President Rodrigo R. Duterte, the following guidelines shall be observed by all teaching and non-teaching personnel of this Division:

- a) Only essential personnel shall report to the Office/school when necessary upon the recommendation of their School Head/Unit Chiefs and approved by the Schools Division Superintendent. Essential personnel are those whose output and signature are necessary in the delivery of services. Report of accomplishment shall be submitted to the HR Office for consolidation.
- b) Those who do not belong to the essential personnel will adopt the Work From Home arrangement. They should submit their report of accomplishment on a weekly basis to their respective School Heads/Unit Chiefs.



Address: Gen. Luna – Mabini Sts., Iloilo City
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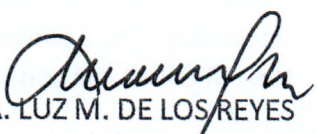

c) The following will monitor the Accomplishment Report of their respective schools/units/division:

- 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

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

- a) Reasonable transportation facilities available to the essential personnel with no means of transportation.
- b) Other monetary and forms of incentives as maybe allowed by the Office of the President (as prescribed in Administrative Order No. 43) upon approval of the head of the agency. Payment of said benefits shall be charged against available released PS allotments for regular, contractual and casual personnel while for COS or JO, it shall be charged against available released MOOE allotments subject to the usual accounting and auditing rules and regulations

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

Allotment: 1-2-3-4 (Division Memorandum No. 157, s. 2019)

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES OFFICIALS SCHOOLS UNITS WORK HOURS



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