



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

August 2, 2021


DIVISION MEMORANDUM

No. 56, s. 2021

**ALTERNATIVE WORK ARRANGEMENT DURING ENHANCED COMMUNITY QUARANTINE
IN THE SCHOOLS DIVISION OF ILOILO CITY**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary/ Secondary School Principals/Heads/OICs
Unit Heads
All Others Concerned

1. Pursuant to Executive Order No. 69, Series of 2021 entitled *An Order Extending the Implementation of the Enhanced Community Quarantine in Iloilo City Effective Immediately until 11:59PM of August 7, 2021, Unless Otherwise Lifted or Extended by the IATF and for Other Purposes* dated July 31, 2021 issued by Hon. Jerry P. Treñas, Mayor, City of Iloilo, the Schools Division of Iloilo City shall operate with skeleton workforce to provide for essential and critical services only. The rest of the personnel should be under work-from-home arrangement.
2. Division Chiefs and Unit Heads must ensure their availability for decision-making and effective supervision of all work arrangements at all times. Communication platforms such as but not limited to call, text messaging, messenger and email shall be available during working hours. Moreover, they are also expected to arrange the schedule of personnel to ensure the continuous delivery of essential and critical services. Performance monitoring and attendance mechanism shall be followed including the submission and approval of Workweek Plan and Accomplishment Report.
3. All personnel are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities. Personnel who will be required to physically report to office shall be informed a day before and transportation shall be provided as support mechanism. While on-site, observance of the minimum health and safety protocols shall be strictly followed.
4. The same work arrangement shall be adopted at all levels. School Heads are requested to ensure the safety and security of property at all times. Teachers are not required to report to school. All activities shall be done using virtual modalities and teleconferencing platforms.
5. Immediate dissemination of and strict compliance of this Memorandum is desired.


MA. LUZ M. DE LOS REYES
Schools Division Superintendent

Enclosures: None
Reference: DepEd Order No. 11, s. 2020 and Executive Order No. 69, s. 2021
Allotment: 1-2-3-4-5 (Division Memorandum No. 157, s. 2019)
To be indicated in the Perpetual Index under the following subjects:
OPERATIONS PERSONNEL WORK ARRANGEMENT



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