



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

October 14, 2020

Division MEMORANDUM
No. 358, s. 2020

**ADDENDUM TO DIVISION MEMORANDUM NO. 334, SERIES OF 2020 RE:
ALTERNATIVE WORK ARRANGEMENT FOR SCHOOL-BASED PERSONNEL
APPLICABLE TO GCQ AND MGCQ STATUS**

To : All District Supervisors/DICs, TICs
Public Elementary and Secondary Schools
This Division

1. With the recent declaration of local transmission in some areas in the Province of Surigao del Sur, LGU's are empowered under IATF guidelines to declare perimeter control or localized lockdown and even temporary suspension of work.
2. Teaching and non-teaching personnel who reside or work in areas under perimeter control or localized lockdown are hereby permitted to work from home provided that:
 - a) Employees must accomplish tasks as assigned by the school head or their immediate supervisor. Accomplishment report shall be submitted on a weekly basis with corresponding proof or MOVs.
 - b) Employees under work-from-home shall make themselves available during the work hours that they are at home. They are expected to answer calls and queries from their immediate supervisor.
 - c) Confidential and proprietary information are protected and secured at all times.
3. After the lifting of localized lockdown, all personnel are expected to report onsite on a 50% skeletal workforce on rotation basis.
4. When LGUs issue a temporary suspension of work, affected DepEd personnel must comply.
5. Teaching and non-teaching personnel who are 60 years old and above, those with immunodeficiency, comorbidity or other health risks, and pregnant women shall be required to remain in their residences at all times and adopt a work from home arrangement.
6. This is without prejudice to protocols and guidelines that may subsequently be issued by the LGUs, DOH, IATF, CSC and other appropriate government agency.
7. All District Supervisors are required to update the Division Office on the status of the implementation of this Division Memorandum. They are likewise required to report to the Medical Officer of the Division the health status of the teachers in their respective areas.
8. Strict compliance to this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:



To be indicated in the Factual Index
under the following subject/s: ALTERNATIVE WORK ARRANGEMENT WORK-FROM-HOME
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