



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

Office of the Schools Division Superintendent

18 August 2020

Division MEMORANDUM
No. 291, s. 2020

**CLARIFICATIONS ON THE ALTERNATIVE WORK ARRANGEMENT (AWA) OF
TEACHERS AND NON-TEACHING PERSONNEL DURING THE PERIOD
AUGUST 24 – OCTOBER 4, 2020**

To : Public Schools District Supervisors/District In-Charge
This Division

1. The Alternative Work Arrangement (AWA) for DepEd Teaching and Non-Teaching Personnel is still in effect until further notice.
2. On queries of teachers whether they shall be required to report in school everyday, the following clarifications are hereby stated:
 - a. Thirty percent (30%) of the teacher population will work onsite and the others will be on WFH. Those with complete set of computers and printers can do the WFH, if none, they will work onsite at the District Office/School Head's Office where the printing materials are situated.
 - b. Teachers shall continue printing unfinished PPE Modules for the first two weeks and the ones corrected after errors were spotted.
 - c. After printing all Week 1 and Week 2 PPE Modules, these are to be accounted and packed in Learner's Individual Kit, per subject, per Grade Level.
 - d. If printing, accounting, packing and arranging of Week 1 and Week 2 PPE Modules are done, you can start printing ADM Modules to be used during Week 3 of classes and for the whole of Q1. For Q2, Q3 and Q4, DepEd CO will provide us complete set of printed ADM Modules.
 - e. Teachers will then work on Digitized Learning Materials under the guidance of the Subject Area EPS and District Supervisors. These will supplement our modules and will deviate our learners' learning style instead of the usual modular grasp of the lessons.
3. In cases where the Head of Office like the PSDS will call for meetings where duty requires, School Heads must report even if they are on WFH. Just like the teachers, when call of duty requires for them to be onsite, they must heed to the call of their School Head.



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4. For your information, guidance and compliance.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: None
Reference:

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

ALTERNATIVE WORK ARRANGEMENT MODULES

CAC//DM-CLARIFICATIONS ON THE ALTERNATIVE WORK ARRANGEMENT
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