



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

24 SEP 2020

Division MEMORANDUM

No. 334 s. 2020

**ALTERNATIVE WORK ARRANGEMENT (AWA) FOR SCHOOL – BASED
PERSONNEL APPLICABLE TO GCQ AND MGCQ STATUS**

To: All Public Schools District Supervisors, District In-Charge, TICs
Public Elementary and Secondary School Heads
All Concerned
This Division

1. The field is hereby informed of the Regional Memo no. 393, s. 2020 dated September 18, 2020, which stipulates the Alternative Work Arrangement (AWA) for School-Based Personnel Applicable to GCQ and MGCQ Status. The continuing surge of Covid-19 positive cases in the Region as well as in the Province of Surigao del Sur poses a risk to all DepEd personnel and learners most especially with the coming opening of classes for the school year 2020-2021, where face-to-face or in-person classes shall be suspended.

2. The office issues, policies, and guidelines effective September 21, 2020, for guidance of all field and school-based personnel, such as the opening of classes and how classes will be delivered guided by the key dimensions and phases of the Basic Education Learning Continuity Plan of Caraga (Please refer Regional Memo no. 393, s. 2020 pages 2-3 for details).

3. Consonant with DepEd Order no. 011, s. 2020, this office sets the Alternative Work Arrangement in all schools throughout the division:

3.1 School Heads, Head Teachers, and other non-teaching school-based personnel shall report on-site on a 50% skeletal workforce rotation basis. It is understood that for schools that have only one teacher, he/she shall report all the time.

3.2 Teaching personnel's work arrangement shall be 50% skeletal workforce on a weekly rotation basis, subject to the modality adopted under B.E – LCP of the school whose work priorities shall be anchored thereon as provided for in item 10 of D.O no. 11, s. 2020.

3.3 In exceptional cases, School Heads may require teachers to report physically in school only in the event that processes, services, and functions to be rendered cannot be delivered through alternative or remote modalities provided that physical reporting of its personnel on-site must comply with the minimum health



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



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standards and protocols issued by DOH, IATF, and DepEd with prior approval by the Head of Agency.

3.4 Schools that were utilized as isolation centers or quarantine facilities, physical reporting on-site is prohibited unless it has undergone massive disinfection, fumigation, and cleaning in accordance with the stipulated conditions agreed between DepEd and the LGU concerned, and a certification from the appropriate health authorities is secured declaring that the school is suitable safe and fit for educational purposes.

3.5 For details on options for Alternative Work Arrangement please refer to CSC MC no. 10, s. 2020 and DepEd Order no. 011, s. 2020.

3.6 The use of biometrics is temporarily suspended.

4. District Supervisors, District In-Charge and School Heads and Division Personnel shall intensify monitoring of schools and school-based personnel and observe not only their performance but also any possible exposure or infection to Covid-19 and implement the health standards/ referrals in handling personnel infected with Covid-19.

5. In case of change of Community Quarantine Classification in the Province due to the continuing increase of Covid-19 confirmed positive cases, a subsequent issuance pertaining to Alternative Work Arrangement may be issued based on prevailing IATF guidelines.

6. All Public Schools District Supervisors are required to submit Alternative Work Arrangement of all schools for SY 2020-2021 to the Division Office for approval.

7. Wide dissemination of this memo is highly desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

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

ALTERNATIVE WORK ARRANGEMENT

ESU//DM-ALTERNATIVE

22/September 24, 2020



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



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