



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

TO : **DIVISION OFFICE PERSONNEL
CITY PAID JOB ORDER PERSONNEL**

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **REITERATION OF ADVISORY ON WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION IN LIGHT OF RECENT DEVELOP-
MENTS IN THE COVID-19 SITUATION**

DATE : June 1, 2020

1. Pursuant to DepEd Memorandum No. 054, s. 2020, titled **Reiteration of Advisory on Work Arrangements in the Department of Education Light of Recent Developments in the COVID-19 Situation**, particularly paragraphs 1-4 which state:

1. The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in its Resolution No. 40, s. 2020 dated May 27, 2020 adopted risk level classifications for provinces, highly-urbanized cities, and independent jurisdictions under Modified General Community Quarantine, General Community Quarantine, and Modified Enhanced Community Quarantine. Such risk level classifications were affirmed by the President in his televised address on the evening of May 28, 2020.

2. In light of these, the Department of Education (DepEd) will be issuing comprehensive guidelines on work arrangements to take into consideration the current developments and the policies set forth by the Office of the President, the IATF, and the Civil Service Commission.

3. In the meantime, the status quo on work arrangements for officials, teaching and nonteaching personnel in all its offices, units, and schools, pursuant to DepEd Memorandum No. 043, s. 2020, and OM-OSEC-2020-001, is extended until completion of Executive Review of the proposed comprehensive guidelines submitted by the DepEd Task Force COVID-19.

2. In view of the foregoing, all DepEd Tagbilaran City Division Office (DO) permanent employees are directed to follow the alternative work arrangement which is **three-day work on-site** and **two-day work-from-home** effective **June 1, 2020** provided that each personnel shall submit at the end of each week an Individual Workweek Accomplishment Report with corresponding weekly output while the city paid employees shall work from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
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3. The above-cited alternative work arrangements be adopted only for the duration of the State or National Emergency or until lifted by the President.
4. All division/unit chief/head shall submit a Schedule of Work Arrangement to the Admin Office for consolidation.
5. For information, guidance and compliance of all concerned.

JIAL/MKP/ADMIN/atm



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Republic of the Philippines
Department of Education

29 MAY 2020

DepEd MEMORANDUM
No. **054** s. 2020

**REITERATION OF ADVISORY ON WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION IN LIGHT OF RECENT DEVELOPMENTS
IN THE COVID-19 SITUATION**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in its Resolution No. 40, s. 2020 dated May 27, 2020 adopted risk level classifications for provinces, highly-urbanized cities, and independent component cities beginning June 1, 2020 until June 15, 2020, placing such jurisdictions under Modified General Community Quarantine, General Community Quarantine, and Modified Enhanced Community Quarantine. Such risk level classifications were affirmed by the President in his televised address on the evening of May 28, 2020.
2. In light of these, the Department of Education (DepEd) will be issuing comprehensive guidelines on work arrangements to take into consideration the current developments and the policies set forth by the Office of the President, the IATF, and the Civil Service Commission.
3. In the meantime, the **status quo on work arrangements for officials, teaching and nonteaching personnel in all its offices, units, and schools**, pursuant to DepEd Memorandum No. 043, s. 2020, and OM-OSEC-2020-001, is **extended** until completion of Executive Review of the proposed comprehensive guidelines submitted by the DepEd Task Force COVID-19.
4. To avoid risks of exposure pending the finalization of work arrangements by heads of offices upon the issuance of the comprehensive guidelines next week, **all teachers in DepEd schools nationwide shall work from home from June 1 to 5, 2020, except for those specifically authorized by the Regional Directors to form part of the skeleton workforce who will render work in school**, subject to observance of COVID-19 health and safety precautions.
5. Furthermore, in view of the enrollment period commencing on June 1, 2020, **all are reminded that the first two weeks of enrollment shall completely be remote enrollment, where there will be absolutely no face-to-face**, per Item V of

the *Guidelines on Enrollment for School Year 2020-2021 in the context of the Public Health Emergency due to COVID-19* under DepEd Order No. 008, s. 2020.

6. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl: N o n e



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DEPED-OSEC.433369

Reference:
DepEd Memorandum (No. 043, s. 2020)

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

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May 29, 2020