



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2022-OSDS- 005

TO : **DIVISION OFFICE PERSONNEL**

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

SUBJECT : **INCREASING TO TWO DAYS WORK-FROM-HOME ALTERNATIVE
WORK ARRANGEMENTS IN DEPED TAGBILARAN CITY DIVISION
OFFICE IN LIGHT OF THE COVID-19 AND ITS VARIANTOMICRON
AS STRINGENT SOCIAL DISTANCING MEASURES**

DATE : January 17, 2022

1. As COVID-19 and its variant OMICRON cases have been notably increasing and are expected to continue to increase in Metro Manila and in the province of Bohol, the Department of Education (DepEd) Tagbilaran City Schools Division takes its stringent social distancing measures by increasing **from One Day Work-from-Home to Two Days Work-from-Home** alternative work arrangements effective **January 17, 2022**. The DepEd Task Force COVID-19 (DTFC) and the DepEd Regional Office VII remind all personnel, learners and stakeholders, even those who have been fully vaccinated to strictly observe the minimum required public health standards such as: wearing of masks, practicing proper hand hygiene and cough etiquette, observing physical distance, ensuring airflow, and avoiding crowded and enclosed spaces.

2. It is also reiterated to observe DepEd Order No. 11, s. 2020 titled *Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency Due to COVID-19 Pandemic*, paragraph 5 which states:

b. All DepEd teaching and nonteaching personnel are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities. They are expected to observe honesty, integrity and professionalism in the conduct of their duties so that government time, money and resources are employed and used efficiently, honestly, and economically to avoid wastage of public funds and resources.

3. All division/unit chief/head shall submit a Schedule of Work Arrangement to the Admin Office for consolidation.

4. For information, guidance and compliance of all concerned.

JIAL/CPC/ADMIN/atm



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