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Republic of the Philippines
Department of Education
CARAGA REGION

April 30, 2020

REGIONAL MEMORANDUM
No. 198, s. 2020

To: Assistant Regional Director
Chiefs of the Regional Divisions
Schools Division Superintendents
All Concerned
This Region

WORK ARRANGEMENT GUIDELINES UNDER THE GENERAL COMMUNITY
QUARANTINE

1. The Office of the President through the Office of the Executive Secretary on April 30, 2020 issued Executive Order No. (E.O.) 112, **Imposing an Enhanced Community Quarantine in High-Risk Areas of the Philippines and a General Community Quarantine in the Rest of the Country from May 1 to 15, 2020, adopting the Omnibus Guidelines on the Implementation Thereof, and for Other Purposes.**

2. Section [3] (items 3 and 4) of the **Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines** provides among others specific guidelines for areas under General Community Quarantine, which is hereunto quoted in part, thus;

"3. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstance for obtaining essential goods and services or for work in permitted industries and offices.."

"4. Work in government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC)."

3. In adherence thereto and in pursuance to Civil Service Announcement No. 12, s. 2020, *RE: Alternative Work Arrangement*, effective May 1-15, 2020 or unless extended by the President, the following guidelines shall be in effect:



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- I. Employees who are not barred from going out of their homes as mentioned in the preceding item 2(3), shall resume to report on site applying the following schemes at the option of the head of office;
 - i. 4-day compressed work week arrangement schedule (on rotating schedule)
 - ii. 3 days on site and 2 days work from home scheme work rotation
 - iii. First Fifty (50%) percent of the workforce on the first week (May 4-8, 2020) and the second fifty (50%) workforce on the 2nd week (May 11, 15, 2020)
- II. Units/Office/Sections in the Regional and Schools Division Offices shall formulate and adopt measures to include among others the following:

A. Reduce Vulnerability

Conduct regular 15-30 minutes daily exercise to boost employee's immune system

Encourage employees to have their own packed lunch to avoid going out to *carenderias*, stores, and restaurants to buy food.

Provide regular supply of drinking water in offices.

B. Reduce Transmission

Create official email for transactions that do not require physical presence and for securing prior appointment for transactions that require physical presence to regulate influx of clients.

Provide alcohol/sanitizers in the offices.

Allow only the entry of office vehicles in the office premises.

Implement mandatory use of face masks.

Disinfect regularly the office especially in high contact areas.

C. Reduce Contact

Rearrange office set up to comply with social distancing requirement.

Mark office floors, tables and or chairs of distancing guide for clients.

Regulate client's entry and limit to one (1) client at a time.

Set up an appropriate waiting area outside the building following social distancing guidelines.

Allow only clients with official transactions inside the office premises.

Determine one directional walkways and stairs.

D. Monitor Probable Infection

Scan temperature of employees and clients upon entry.


Monitor symptoms of all employees and clients.

Follow standard protocols for referrals.

4. Employees who are on a work from home arrangement shall be available for any mode of communication or for on-line interfacing from Monday to Friday (8:00 AM to 5:00 PM), otherwise they may be considered absent, after due process;

5. The provisions on **DepEd Memorandum No. 043, s. 2020** entitled *Guidelines on the Alternative Work Arrangements in the Department of Education in light of the COVID-19 Stringent Social Distancing Measures*, some applicable protocols contained under **DepEd Task Force COVID-19 Memorandum No. 025, s. 2020** on the *Minimum Standards for Social Distancing/Baseline Protocols to be Observed in the Workplace, Travel, and Home and Private Space and Time of Deployed Personnel during the Enhanced Community Quarantine*, and the Department of Health (DOH) Circular No.2020-0039 on *Interim Guidelines for Novel Coronavirus Acute Respiratory Disease (2019 nCoV ARD) Response in the Workplace* shall continuously be adopted and strictly observed and followed in the workplace to curb the spread of the COVID-19 virus.

6. Deliverables on tasks done on a work from home arrangement shall still be reported and monitored through submission of individual accomplishment reports weekly.
7. Employees who are non-residents of municipalities, cities and provinces where they hold office shall report to office and shall be included in the work schedule arrangement, except those mentioned in 2 (3). They are directed to secure Certificate of Employment, Travel Authority from the Head of Agency, and Agency I.D. to ensure that they can pass through checkpoint areas.
8. In view of the foregoing, Schools Division Superintendents and Chiefs of the Regional Divisions are required to formulate an adjusted employee's work arrangement effective May 1-15, 2020 or upon the duration of the GCQ.
9. Prior Regional issuances inconsistent herewith are hereby repealed, amended and modified accordingly.
10. Please be guided accordingly.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer- In-Charge
Office of the Regional Director

Encls.: NONE

Reference: DepEd Office Memorandum 043, s. 2020

DepEd Task Force COVID – 19

Memorandum No. 025, s. 2020

DOH Circular No. 2020-0039

IATF-EID Resolution No. 29, s. 2020

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

GUIDELINES

MEMORANDUM

ASD/jbr
04/30/2020