



Republic of the Philippines
Department of Education
CARAGA REGION

Released
April 14, 2021

April 8, 2021

REGIONAL MEMORANDUM
No. 215, s. 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS
REGIONAL EMPLOYEES
ALL CONCERNED
This Region

ALTERNATIVE WORK ARRANGEMENT FOR REGIONAL OFFICE AND SDO
AGUSAN DEL NORTE EMPLOYEES

1. To prevent the spread of COVID-19 in the workplace, the following alternative work arrangement (AWA) shall be observed by all personnel in the Regional Office (RO) and Schools Division Office of Agusan del Norte (SDO-ADN) starting April 12, 2021 until rescinded:
 - a. RD, ARD, SDS and ASDS of SDO-ADN, Chiefs of the Functional Divisions in RO, Chiefs of CID and SGOD in SDO-ADN, Unit Heads shall have a four-day onsite and one-day work-from-home AWA. No WFH for the aforementioned officials shall fall on Monday.
 - b. Utility workers and drivers shall observe a four-day compressed work schedule from 6:00 AM to 6:00 PM.
 - c. The rest of the RO and SDO-ADN personnel shall be in 50% AWA.
 - d. All COs/JOs, except those directly working with the Regional Director, shall report onsite from Monday to Friday following the policy of No Work, No Pay.
2. Functional Divisions in the RO and the Office of the Schools Division Superintendent of SDO-ADN shall determine the AWA schedule to be submitted to their respective Personnel Section for consolidation and approval of the Head of Office.
3. Personnel who belong to the Most At-Risk Population (MARP) (e.g. with physical comorbidities, those who are 60 years old and above or 21 years old and below, those who are pregnant or nursing mother) may seek approval for appropriate AWA through the submission of request letter with attached medical certificate except when by the nature of their work and functions they are deemed indispensable for the continuous delivery of essential services or when their services can be rendered only within the office premises.
4. All personnel shall strictly observe the AWA. Those who are reporting onsite shall accomplish the online health declaration form one day before their schedule. Those who can not accomplish shall be **REQUIRED** to submit letter of explanation for failure of doing so addressed to the Head of Office. Any misrepresentation of any vital information in the health declaration will be dealt accordingly.



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2021-04-4348

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

5. Onsite employees are not allowed to go out during office hours unless granted by the FD Chiefs due to valid or emergency reasons. A duly approved Pass Slip by the Chief of every functional division for the personnel in every unit and the Assistant Regional Director in case of the Division Chiefs, must be presented at the guard house. All corresponding rules and regulations that apply to merit a Pass Slip shall apply in all circumstances.
6. Those who are WFH are not allowed to report unless directed by the immediate head and has accomplished an online health declaration form. They shall also stay at home to avoid the risk of being exposed to the virus which defeats the purpose of AWA. Personnel who will bypass this provision will be dealt accordingly.
7. Personnel who are WFH shall make themselves available during office hours. They shall log-in to the online DTR and submit Individual Accomplishment Report containing specific and quantifiable accomplishments vis-a-vis OM No. 12-129, s. 2020. Non-submission of outputs, failure to answer repeated calls and/or text messages from the immediate head and failure to attend virtual meetings during WFH schedule will be considered absent even if the employee has logged into the online DTR.
8. Wearing of face mask, face shield, doing frequent hand washing, observance of social distancing, bringing of own snacks and food should be continuously practiced by all personnel. Eating together during lunch or break time is highly discouraged. No employees are allowed to go out of the Office for dining purposes.
9. If tested positive whether by Rapid or Swab Test, the personnel is required to present medical clearance before reporting to duty.
10. Approved AWA shall be fixed and non-transferrable. If a WFH schedule falls on a holiday, no replacement or shifting of AWA is allowed to set-off the non-working holiday.
11. All SDOs must also adopt this AWA policy in their respective areas to mitigate the spread of the virus and ensure that work productivity must be achieved at all times.
12. Subject to CSC guidelines, personnel reporting onsite shall be entitled to Compensatory Overtime Credits for services rendered beyond the regular eight (8) hour period on scheduled workdays, holidays and rest days.
13. For effective monitoring and evaluation, FD Chiefs in the RO are directed to submit their proposed AWA of their respective units/divisions on April 14, 2021 to the Personnel Unit for consolidation and approval of the undersigned.
14. Prior issuances not consistent with this Memorandum is hereby amended and modified accordingly.
15. For your guidance and strict compliance.


EVELYN R. FETALVERO, PhD, CESO IV
Director IV

Encls.: None

References: IATF Resolutions, CSC MC No. 18, s. 2020, DepEd Order No. 11, s. 2020,

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

ALTERNATIVE WORK ARRANGEMENT

COVID-19

MEMORANDUM

ASD/jbr
4/8/2021