



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

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May 29, 2020

**REGIONAL MEMORANDUM**

No. **282**, s. 2020

**INTERIM GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS  
IN DEPED REGION VIII**

To: Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In consonance with the Omnibus Guidelines on the implementation of Community Quarantine issued by the Inter-Agency Task Force dated May 22, 2020 and Civil Service Commission Memorandum Circular No. 10, s. 2020, the following interim guidelines are hereby issued for the guidance of all Schools Division Offices, public elementary, junior and senior high schools, pending issuance of the Alternative Work Arrangements by the DepEd Central Office.

2. Section [4] paragraph 4 of the Omnibus Guidelines in the implementation of Community Quarantine provides that:

*"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. On the other hand, CSC Memorandum Circular No. 10, s. 2020 provides for the alternative work arrangements.

4. In compliance with the abovementioned issuances, the work arrangements of work from home and skeleton force shall be adopted in this region until the state of national emergency is lifted as follows:

A. Schools

- a. Schools shall adopt acceptable strategies to reach out to learners during the enrolment period. They shall abide by the specific instructions on remote enrollment.



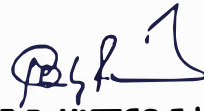
- b. School heads shall ensure that all teachers are involved in the enrollment activity. In case movement of teachers is impeded due to LGU policies on border restrictions, school heads shall extend utmost consideration but shall provide well-defined roles and functions for them to be able to actively participate in the enrolment undertakings utilizing whatever available means or assigning them tasks (e.g. preparing lesson plans, participate in professional development and other teaching related activities) while being immobile.
- c. Teachers shall properly inform their respective school heads of their actual situation.
- d. As such, school heads shall establish a communication platform like short messaging (SMS) and other social media facility whichever is practicable and applicable. This is to further ensure that the teachers shall be able to render service by June 1, 2020 which will be the basis of their salary.
- e. In case the school is confronted with a situation wherein majority of the teachers cannot participate in the enrollment activities due to some valid reasons, a core team shall be organized to effectively carry out enrollment procedures; persons responsible in managing the enrollment, data gathering and encoding, information dissemination, and stakeholder partnership shall be designated. Teachers shall manifest in writing their willingness to be part of the core team.
- f. The school's non-teaching personnel shall follow the same provision stipulated in item b.
- g. A Weekly Work Accomplishment Report shall be submitted (refer to attached template) by each employee. The column for status of work accomplishment shall be filled in by the school head who shall monitor the accomplishments of both teaching and non-teaching employees.

**B. Schools Division Offices**


- a. The Schools Division Superintendents shall identify who shall report on site and who shall be on a work from home arrangement.
- b. Each employee shall be given specific tasks for the week under the work from home arrangement and shall submit a Weekly Work Accomplishment Report (refer to the attached template).
- c. The SDS/Chief/Section or Unit Head shall fill in the column on status of work accomplishment; whether the tasks have been completed or partially done,
- d. Partially completed tasks shall be fully accomplished on the following week in addition to the tasks assigned for that week.
- e. Employees on WFH arrangement shall make themselves available always during working hours (8 am – 5 pm) to answer queries, clarifications etc. through any available online communication platform, otherwise they shall be considered absent.
- f. Employees who failed to submit their Weekly Work Accomplishment Report shall likewise be considered absent except for justifiable reasons.
- g. Employees who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risks, and pregnant women,

shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

5. Wide dissemination of and compliance with this Memorandum are desired.



**RAMIR B. UYTICO EdD, CESO IV**

Director IV 

Enclosures: None

References: Regional Order: Region IV-A

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

ALTERNATIVE WORK ARRANGEMENTS    GUIDELINES    WORK-FROM-HOME

AD-MDS

Enclosure to Regional Memorandum No. \_\_\_\_\_, s. 2020

### WEEKLY WORK ACCOMPLISHMENT REPORT

Division: \_\_\_\_\_

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Delivery Unit: SDO/Division/School

Date: From: \_\_\_\_\_ to \_\_\_\_\_

Employee/Teacher (Last Name, First Name, MI)	Skeleton	Work from Home	Task for the Week (To be identified by Division Chief/School Head)	Status of Work Accomplishment (% or Quantity) Division Chief/School Head		Remarks
				<small>(To be filled out by immediate Superior)</small>		
				Completed	Partial	

Submitted by:

\_\_\_\_\_  
SDS/Chief/Section or Unit Head/School Head

Date: \_\_\_\_\_