



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

June 18, 2020

REGIONAL MEMORANDUM

No. **318**, s. 2020

To: Schools Division Superintendents
All Others Concerned

REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION DURING THE STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC

1. Attached is DepED Order No. 011, s. 2020 dated 15 Jun 2020 entitled Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to Covid-19 Pandemic.
2. The Schools Division Superintendents are empowered to decide on the Alternative Work Arrangement appropriate to the division and schools subject to the prevailing community quarantine and health situation in the area and the nature of work performed by the teaching and non-teaching personnel with the advice to closely coordinate with the local Inter-Agency Task Force (IATF).
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV

Director IV

Enclosure: D.O. No. 11, s. 2020

Reference: D.O. No. 11, s. 2020

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

ALTERNATIVE WORK ARRANGEMENT
COVID-19 PANDEMIC
NATIONAL STATE OF EMERGENCY

COMMUNITY QUARANTINE
GUIDELINES

AD-PS-EDR





Republic of the Philippines
Department of Education

15 JUN 2020

DepEd O R D E R
No. **011**, s. 2020

**REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE
OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) adopts the enclosed **Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic**.
2. These guidelines take into consideration the policies set forth by the Office of the President and by the Inter-Agency Task Force for the Management of Infectious Diseases (IATF), and are consistent with the applicable guidelines of the Civil Service Commission. They provide for the work arrangements and support mechanisms for teaching and nonteaching personnel, including Job Order (JO) and Contract of Service (COS) personnel, and officials in all DepEd offices in all governance levels, public elementary and secondary schools, and community learning centers (CLCs) during the period of State of National Emergency due to COVID-19.
3. The Department is ever ready to make informed, coordinated, and proportionate response, and shall continue to issue policies in light of the pandemic. As one DepEd family, we protect the health, safety, and well-being of all learners, teaching and nonteaching personnel, and support the overall effort of the Philippine government to prevent the further transmission of COVID-19, while ensuring that we continue the delivery of quality, accessible, relevant, and liberating basic education.
4. Undersecretaries, Assistant Secretaries and Regional Directors are directed to implement appropriate work arrangements in their respective jurisdiction or area of responsibility, based on the prevailing community quarantine classification in their locality, and to facilitate the safe return of teaching and nonteaching personnel to workplaces and schools/CLCs.
5. 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.

6. For more information, please contact the following:

DepEd Task Force COVID-19

Bureau of Learner Support Services-School Health Division (BLSS-SHD)
3rd Floor, Mabini Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8-632-9935
Email Address: medical.nursing@deped.gov.ph

Bureau of Human Resource and Organizational Development

4th Floor, Mabini Building
Department of Education Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone No. (02) 8-633-7237
Email Address: bhrod.od@deped.gov.ph

7. This Order shall take effect immediately upon issuance and shall remain in force until the State of National Emergency has been lifted by the President. However, to avoid risks of exposure, and to allow for the proper determination and understanding of alternative work arrangements under these guidelines, **the status quo on work arrangements for officials, teaching and nonteaching personnel in the entire DepEd nationwide is extended until June 21, 2020. All teachers in DepEd schools nationwide shall continue to work from home until June 21, 2020, except those authorized by the Regional Directors to render work in field or school in light of the ongoing enrollment, subject to strict observance of COVID-19 health and safety precautions.**

8. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary



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DEPED-OSEC-433166

Encl:

As stated

References:

DepEd Memoranda (Nos. 043, 052, 054, and 056 s. 2020)

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

ATTENDANCE	SCHOOLS
BUREAUS AND OFFICES	TEACHERS
EMPLOYEES	UNITS
OFFICIALS	WORK HOURS

**REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE
OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC**

1. These guidelines provide for the **work arrangements in the Department of Education (DepEd)** pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* (with Amendments as of June 3, 2020), thereby updating DepEd Memorandum (DM) No. 043, s. 2020 (*Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures*), DM 052, s. 2020 (*Advisory on Work Arrangements in the Department of Education in Light of Recent Developments in the COVID-19 Situation*), DM 054, s. 2020 (*Reiteration of Advisory on Work Arrangements in the Department of Education in Light of Recent Developments in the COVID-19 Situation*), and DM 056, s. 2020 (*Advisory on the Extension of DM 054, s. 2020*).

2. For purposes of these guidelines, the following terms are defined consistent with the IATF Omnibus Guidelines and the CSC Guidelines, as follows:
 - a. **Enhanced Community Quarantine (ECQ)** - refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulations of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.

 - b. **Modified Enhanced Community Quarantine (MECQ)** – refers to the transition phase between ECQ and General Community Quarantine (GCQ), when the following temporary measures are relaxed and become less necessary: stringent limits on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.

 - c. **General Community Quarantine (GCQ)** - refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.

 - d. **Modified General Community Quarantine (MGCQ)** - refers to a transition phase between GCQ and New Normal, when the following temporary measures are relaxed and become less necessary: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols.

 - e. **Minimum Public Health Standards** refers to guidelines set by Department of Health (DOH) in Administrative Order No. 2020-015, as well as sector-relevant guidelines issued by national government agencies, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPIs), which refer to public health measures that do not involve vaccines, medications or other pharmaceutical interventions, which individuals and communities can carry out

