



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

November 2, 2021

OFFICE MEMORANDUM

No. **000571** s. 2021

To: All Regional Office Personnel

DEPED RO VIII ALTERNATIVE WORK ARRANGEMENT

1. Effective **November 2, 2021**, this Office shall implement the **Four-Day Skeleton Workforce (SWF)** and **One-Day Work From Home (WFH)** as an Alternative Work Arrangement of all DepEd Regional Office VIII employees.
2. The Chiefs of the Functional Divisions shall ensure that the schedule of the employees on Work From Home shall not hamper the normal workweek public service delivery of the Office.
3. Submission of Individual Daily Accomplishment Report (IDLAR) on Work From Home schedule with Means of Verification (MOVs) shall be done immediately on the following week. No submission means no work has been rendered while on WFH, thus, subjecting the employee to absence.
4. The schedule of the work arrangement of each division shall be submitted to the Personnel Section for consolidation and reference in the checking of Daily Time Records.
5. For information and strict compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

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