



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

January 14, 2022

OFFICE MEMORANDUM

No. **000022**s. 2022

To: All Regional Office Personnel

**NEW ALTERNATIVE WORK ARRANGEMENT (AWA)
OF DEPED REGIONAL OFFICE EMPLOYEES**

1. In adherence to Resolution No. 157-A of the Inter-Agency Task Force (IATF) placing the province of Leyte under Alert Level 3 to prevent and/or mitigate the spread of emerging infectious diseases, this Office shall revoke the existing alternative work arrangement and adopts the Team A - Team B scheme (**2-day** Work-from-Home (WFH) schedule per week, **3-day** the following week and so on) **effective immediately**.
2. The Chiefs of the Functional Divisions shall submit the schedule of work arrangement of their respective divisions to the Personnel Section. They shall monitor the employees on WFH to ensure continuous delivery of public service and the mandatory 40-hour service per week is met.
3. Each Regional Office employee shall submit Individual Daily Accomplishment Report (IDLAR) with the corresponding Means of Verification (MOV) upon reporting to office in the following week. The concerned Chiefs of the Functional Divisions/Unit/Section Heads shall validate the accomplishments thereof.
4. For information and strict compliance.


EVELYN R. FETALVERO, CESO IV

Regional Director



AD-PS-EDR



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