



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

February 16, 2022

**OFFICE MEMORANDUM**

No. **093**, s. 2022

To: All Regional Office Employees

**AUTOMATIC ADOPTION OF APPROPRIATE ALTERNATIVE WORK  
ARRANGEMENT (AWA) BASED ON THE RESOLUTION OF THE  
INTER-AGENCY TASK FORCE (IATF)**

1. With the recent development of the health situation in the country, the Inter-Agency Task Force (IATF) placed the province of Leyte under Alert Level 2 as of February 16, 2022.
2. Relative thereto, this Office shall automatically adopt the appropriate Alternative Work Arrangement (AWA) effective **February 21, 2022**, based on the resolution of the IATF as follows:
  - Alert Level 1 – Daily Reporting Onsite for all Regional Office Employees
  - Alert Level 2 - Four-Day Reporting Onsite and One-Day Work From Home except for the Functional Division Chiefs and Section/Unit Heads who will report to Office daily
  - Alert Level 3 – Team A and B Scheme (2-day and 3-day Work-from-Home (WFH) for all Regional Office Employees
3. 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 and submission of Individual Daily Accomplishment Report (IDLAR) on Work from Home schedule with Means of Verification (MOVs).
4. Those who will report to office daily shall no longer be required submission of Individual Daily Accomplishment Report (IDLAR).
5. For information and strict compliance.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

AD-PS-EDR



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