



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 11, 2022

DIVISIONAL MEMORANDUM
No. 0013 , s. 2022

**19th ADJUSTED ALTERNATIVE WORK ARRANGEMENT FOR THE EMPLOYEES
OF DEPED OZAMIZ CITY IN THE LIGHT OF COVID-19 PANDEMIC**

TO: Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section/ Unit Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 11, s. 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, Regional Order dated May 29, 2020 entitled Interim Guidelines on Alternative Work Arrangements in DepEd Region 10, in compliance to the guidelines set by the Inter-Agency Task Force, Civil Service Commission, Local Government of Ozamiz City, Province of Misamis Occidental and other authorized agencies, and in ensuring continuous operations and delivery of blended distance teaching and learning, the DepEd Ozamiz City shall adopt the following alternative work arrangements.

a. Division Office personnel shall work onsite for four days and do Work From Home (WFH) once a week, specifically:

a.1. Schools Division Superintendent, Assistant Schools Division Superintendent, Chief of the Curriculum Implementation Division, Chief of the School Governance and Operations Division and Attorney III shall report onsite daily. They may have one (1) day WFH but it shall fall on Tuesdays for the Chiefs and SDS, and Fridays for ASDS and Attorney III;

a.2. Medical Officer, Information Technology Officer, Division Accountant, Budget Officer, Administrative Officer V, HRMO and Division Engineer shall report onsite four days a week such as Monday, Wednesday, Friday and they shall choose either Tuesday or Thursday to do WFH;

a.3. Security, maintenance and job order employees have a separate work schedule per contract and as discussed and agreed with their direct superior;



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- a.4. The rest of the Division Office personnel not mentioned in a.1 to a.3 shall do WFH once a week as arranged by their chief/ section head.
- b. School-based teaching and non-teaching personnel shall work onsite four days a week and shall do WFH once a week without compromising the preparations, distribution, retrieval and assessment of modules and activity sheets. It is also reiterated that as soon as the modules are distributed and retrieved on the scheduled modules distribution/ retrieval day, the teacher shall continue doing WFH for the rest of the hours of that day in addition to his/her one day WFH schedule. School Heads shall arrange the WFH schedule and shall ensure one teacher one classroom physical distancing.
- c. PUIs/probable, PUMs/suspects of COVID-19 shall do WFH, avail of excused absence or take a leave of absence whichever is applicable based on Civil Service Memorandum Circular Nos 5 and 8, s. 2020, Revised Interim Guidelines on the Use of Leave Credits for Absences due to Quarantine and/or Treatment Relative to COVID-19 Disease. Moreover, employees who are sick and are not diagnosed of COVID-19 are advised to take a sick leave of absence for proper medical assistance/ treatment.
- d. Pregnant employees and senior citizens shall report onsite on lesser number of days (3 days onsite and 2 days WFH) or as agreed with their direct superior.
- e. Employees regardless of age who have illness and/ or pre-existing medical conditions making them high risk to COVID-19 shall submit themselves to our physician Dr. Alice Fe C. Paderanga for check-up and assessment. Upon the recommendation of Dr. Paderanga, the employee shall report onsite on lesser number of days, may apply for sick leave of absence to rest from work, or may be recommended for admission to a hospital for necessary treatment. These employees have been identified already by the School Health Section of the School Governance and Operations Division and are informed of the same through their school head. Should there be other highly vulnerable employees not identified and assessed by our physician, the school head shall submit to this Office through the Chief of the School Governance and Operations Division a report for appropriate action.
- f. Personnel residing in specific areas under lock down shall WFH with pay until such time that the lockdown is lifted and he/she is found to be safe from the virus.
- g. Teaching and non-teaching personnel who do WFH with pay are expected to deliver their respective functions according to the number of uninterrupted hours required by the CSC: 8:00 a.m.-12:00 noon and 1:00p.m. to 5:00 p.m. They shall submit weekly work plan and weekly accomplishment reports to their direct superior. They shall comply with the Division or School Attendance and Accomplishment Report Monitoring System.



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h. DepEd Ozamiz personnel who are given a dose of the COVID-19 Vaccine shall do WFH for 7 calendar days following the vaccination. They shall however ensure uninterrupted modules distribution and retrieval, thus they need to make an arrangement with their school head prior to the vaccination schedule.

i. It is emphasized that employees doing WFH, shall always be ready for call-ups, messages, online meetings and to report onsite as the need arises even on their WFH days. Employees who prefer to report onsite for work-related reasons during their WFH days are allowed to do so.

j. As of this date, 99.28% or 1,641 out of 1,653 employees have received their covid-19 vaccine. Employees who refused getting vaccinated for whatever reason there may be shall abide with the existing issuances and guidelines issued by the authorities/ authorized agencies.

k. The schools continue preparing for the possible limited face to face classes when the situation warrants. For the time being, learners are reminded to stay at home per LGU, DOH and IATF guidelines. They shall continue learning through the blended distance learning offered by the schools. Class structures, learning delivery options and learning materials are being provided. The *Paaralan sa Tahanan* Project has reached out to all the parents and Barangay Officials considering that they play a major role in the implementation of Blended Distance Learning.

l. Teaching and non-teaching personnel are directed to strictly follow safety measures and protocols to prevent spread of COVID-19 like proper wearing of appropriate face masks, physical distancing, frequent and proper handwashing, maintaining proper hygiene, avoiding mass gatherings, and others. Moreover, DepEd Ozamiz City personnel must strictly adhere with the Apat Dapat Plus Initiative disseminated through Division Memorandum 111 s. 2021.

m. This Memorandum shall take effect immediately and shall be enforced until rescinded by this Office.

n. Immediate dissemination of this Memorandum to all concerned is enjoined.


JEAN G. VELOSO
Schools Division Superintendent

References: As stated

To be indicated in the Perpetual index

Under the following subjects:

DIVISION OFFICE SCHOOLS COVID-19 OPERATIONS SAFETY

AJS/DM – Alternative Work Arrangement / COVID-19
DM 13 /January 11, 2022



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