



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

September 7, 2021

DIVISION MEMORANDUM
No. 347 s, 2021

**ALTERNATIVE WORK ARRANGEMENTS OF DEPED CEBU PROVINCE
PERSONNEL DURING THE GENERAL COMMUNITY QUARANTINE WITH
HEIGHTENED RESTRICTIONS STARTING SEPTEMBER 8, 2021**

To: Assistant Schools Division Superintendents
Division Chiefs/Supervisors/Coordinators/Specialists/Section
Heads Public Schools District Supervisors/School Heads
All Others Concerned

1. The Inter-Agency Task Force (IATF) has downgraded implementation of Modified Enhanced Community Quarantine (MECQ) to General Community Quarantine (GCQ) with heightened restrictions for identified LGUs. Starting September 8, 2021, implementation of Alternative Work Arrangements (AWA) has to be adhered to, based on Civil Service Memorandum Circular No. 10, s. 2020, subject to the approval of the Schools Division Superintendent.
2. Employees under work-from-home arrangement shall make themselves available during the work hours through online platforms or phone call (CSC MC 10, s. 2020, Section 3.1e.2). They also have to submit Work-Week Plan to their respective immediate Section Heads or Chiefs, subject for approval of the Schools Division Superintendent. Weekly Accomplishment Report shall also be submitted every Friday to the Schools Division Superintendent through online platform to be saved in the respective folders which will be provided by the Division ITO, Mr. Emmanuel Mendoza.
3. The field personnel are encouraged to do online transactions. Reporting to division office must be the last option as School Heads, District Supervisors, and Personnel in the Division Sub-Offices are expected to address various concerns of teachers and other stakeholders.

4. School Heads and District Supervisors are directed to accommodate and address concerns of parents and other external stakeholders in their respective levels.
5. For those who need to urgently consult legal matters, with our legal officer, online consultation is the option through the FB page, DEPED CEBU PROVINCE LEGAL SECTION.
6. The Public Schools District Supervisors are directed to screen concerns and/or transactions of School Heads and Teachers in the field if they are deemed necessary to be addressed by the Division Office. The online booking of transactions shall still be enforced in the Division Office.
7. During the GCQ, no client is allowed entrance to the division office. They will be entertained in the designated areas as follows:

Division Canteen	:	Cash Section
Exit Area	:	Accounting and Personnel's Section
Entrance	:	Records Section
8. Personnel's official time to work is 8:00 in the morning until 5:00 in the afternoon. They are strictly prohibited to go out from the division office even during noon break. They are directed to bring their own provisions for snacks and meals, or they may order their food in the division canteen. Every section is enjoined to assign one personnel to transact with the Division Canteen personnel. They are only allowed to go out after office hours in the afternoon. Moreover, they are prohibited to do online order of food items while in the office. **While employees are expected to report on official time as indicated, flexi time may still be applied in case-to-case situation.**
11. Strict health protocols shall be complied with by all personnel while in the vicinity of the Division Office.
12. Widest dissemination and strict compliance with this Memorandum is directed to all concerned.


MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent