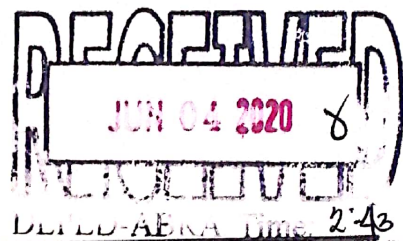




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



DIVISION MEMORANDUM
No. 109 s.2020

June 4, 2020

INTERIM GUIDELINES OF WORK ARRANGEMENT OF SCHOOLS IN SDO-ABRA

**TO: All School Heads of Public Schools
All Others Concerned**

1. Corollary to Regional Memorandum No. 144 s. 2020 titled "Interim Guidelines for Work Arrangement in Offices and Schools in DepEd-CAR", the following guidelines shall be adopted in all schools in the entire province which is also placed under Modified General Community Quarantine (MGCQ).
2. Teachers and Non-Teaching School Personnel shall be on Alternate Work Arrangement adopting the Work from Home and Skeleton Workforce arrangement (per DepEd Memo No. 054, s. 2020) effective June 1, 2020.
3. School Heads, in coordination with the teachers and personnel, shall schedule the days when the teachers and personnel will serve as skeleton workforce in the school and when they will be on work from home. The schedule shall be prepared by the school head and submitted for approval of the Schools Division Superintendent.
4. School Heads shall assign work from home tasks to teachers and personnel to ensure their participation in the remote enrolment activities and other relevant activities which will be reflected in the work week plan and accomplishment report.
5. **For School Heads**, it is reiterated the use of the Revised Daily Plan of Activities (RDPA). Template is attached herewith as **Enclosure No. 2**, and the RDPA will be submitted (Plan) before implementation while accomplished RDPA will be submitted at the end of the month.
6. **For Teachers and other non-teaching personnel** assigned in the schools will use the template attached herewith as **Enclosure No. 1**, Individual Work Week Plan and Accomplishment Report.
7. Teachers/personnel who are 60 years old and above, those with immunodeficiency, comorbidities, or other health risk, and pregnant women, shall be on work from home arrangement but may be required to report when their services/presence is needed in the Office. This arrangement is subject to the submission of the teachers/personnel of a work week plan and weekly accomplishment report.
8. Teachers/personnel who are on work-from-home shall make themselves available during office hours;
9. The School Head shall ensure that applicable support mechanisms for the teachers and personnel while on Alternate Work Arrangement are provided (Section 4.0 of CSC MC 10, s. 2020).

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10. Minimum public health standards and other prescribed by the DOH and IATF should be observed at all times.
11. For information, guidance and compliance.


GLORIA B. BUYA-AO

Schools Division Superintendent





Republic of the Philippines
Department of Education

Cordillera Administrative Region
 Schools Division of Abra
 District: _____
 Name of School: _____

DAILY PLAN OF ACTIVITIES

Month: June 2020

Date	Programs/ Projects/ Activities to be Implemented (as planned) Target Deliverables	Work Arrangements	Accomplishments/ Outputs	REMARKS
June 1, 2020	Conduct orientation on remote enrolment	Onsite/ Skeleton	Conducted 1 orientation on remote enrolment attended by 9 out of 9 teachers- some attended online	Accomplished
June 2, 2020	Monitor the conduct of remote enrolment	Onsite/ Skeleton	96 LESF were filled up by class advisers particularly in part A and B Exceeded the target	Accomplished
Total Number of days for the Month				
Total number of days used for instructional leadership				
Total number of days used for administrative management				

Prepared by	School Head
Approved	Office of the ASDS
Noted	Office of the SDS



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