



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

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DIVISION MEMORANDUM

AUGUST 27, 2021

No. 286, series of 2021

IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT AND OTHER RELATED GUIDELINES

To: Chief Education Supervisors, CID and SGOD
Division Office Personnel
School Heads of Public Schools
All Others Concerned

1. Due to the emerging cases of the more transmissible Delta and Lambda variants of coronavirus disease 2019 (Covid-19), the Schools Division Office of Abra hereby adopts and implements the Alternative Work Arrangement (AWA) under CSC Memorandum Circular No. 18, s. 2020 and DepEd Order No. 011, s. 2020, to wit:
 - a. Personnel who are 59 years old and below - may adopt the **1 Day Work-From-Home (WFH) and 4-Day reporting to Division Office**. Refer to Table 2 of Item 16.c.ii in DO 011, s. 2020 for illustrative example of the Weekly Shifting or Rotation of Work;
 - b. Employees who are 60 years old and above, including pregnant women, nursing mothers, and those with immunodeficiency, comorbidities, or other health risks, illnesses, and/or underlying medical conditions (Item 4.b.ii of DM No. 043, s. 2020) - shall be **under WFH arrangement, except** when their services are indispensable or when office work is permitted. (Presentation of a medical certificate, if needed); or
 - c. **Four-Day (Compressed) Workweek** - employee's workweek is compressed for four days each week. (7:00 AM - 6:30 PM).
2. For personnel who are identified as COVID-19 Suspect Case and COVID-19 Probable Case, and who are close contacts of confirmed, suspect, or probable case, as well as those exhibiting COVID-19 signs and symptoms, should report to their Barangay Health Emergency Response Team, and inform the Schools Division Superintendent and Division Office Medical Officer for monitoring and management. They shall not report on-site nor join any gathering or travel.
3. Names and personal information of confirmed cases and close contacts shall be disclosed only to concerned personnel (Immediate Supervisor, Medical Officer, and SDS). The said matter should be treated with utmost confidentiality.
4. The additional measures in determining which personnel shall form part of the skeletal on-site workforce are as follows:
 - a. Personnel who have not been fully vaccinated shall not be prioritized for skeleton workforce on-site reporting.
 - b. Personnel who have been fully vaccinated but have comorbidity shall not be prioritized skeleton workforce for on-site reporting.
5. The following shall be observed:
 - a. Preparation and submission of schedule



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Each Division Office personnel must submit his/her preferred AWA and schedule to his/her Immediate Supervisor.

- b. For the AWA of School Personnel, the provisions of DO No. 011 s. 2020 shall be strictly followed. In addition, the template and schedule of submission shall be subject to the succeeding provisions of this memorandum.
 - c. Review of the schedule
 - c.1. The Division Chief/Unit/Section Heads designated as raters and immediate heads of the Division Office personnel shall review the schedule and forward it to the Assistant Schools Division Superintendent, who shall recommend for approval, and then forward the same to the Schools Division Superintendent for the final approval thereof.
 - c.2. For the teachers and other non-teaching personnel who are not directly reporting to the Division Accountant, their AWA shall be approved by the SH.
 - c.3. For the AWA of the school heads (TIC, OIC, Head-teacher, Principal), their AWA shall be forwarded to the Assistant Schools Division Superintendent through this email address abraasds@deped.gov.ph.
 - d. Disapproval or Return for modification of Schedule
 The Assistant Schools Division Superintendent and Schools Division Superintendent may disapprove or return the schedule for modification to the concerned division/unit/section/school, if the schedule does not ensure the continuity of government services and/or there are portions which are not compliant with the latest issuances of authorities concerned.
 - e. Approval of the Schedule
 The approved copy will be submitted to the Personnel Section for recording, consolidation, release of AWA and/or reporting to appropriate offices/agencies.
6. Employees who worked from home must comply with the following:

a. Documentary requirements

Documents	Due Date	For review and recommending approval	For Approval
Workweek Plan (detailed)	Every Friday, until 12:00 NN only Friday afternoons shall be allotted for review, recommending approval, and approval.	For Chiefs/Unit Head Raters/School Heads - ASDS For all other personnel in the Division Office - Immediate Supervisor or Rater	For Chiefs/Unit Head Raters/School Heads - SDS For all other personnel - ASDS For teachers and other school non-teaching personnel who are not directly reporting to Division Accountant - School Heads
Accomplishment Report (detailed and quantified)	Every Monday		

- b. When no Workweek Plan is submitted for the succeeding week, the employee must report to work;
- c. An employee is deemed absent if he/she failed to submit an Accomplishment Report, and should file the necessary leave of absence;



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- d. Employees must be available to respond to queries of his/her immediate supervisor, division office personnel, and clients. Services rendered must be indicated in their Accomplishment Report, unless covered by the confidentiality and privacy of data; and
 - e. Whenever employees are needed on-site, they must immediately report to the Division Office.
7. Enclosure No. 2 – Office/School/CLC Workweek Plan and Enclosure No. 3 – Individual Daily Log and Accomplishment Report of DO No. 011 s. 2020 shall be utilized during the implementation of this memorandum.
8. For the conduct of activities:
- a. Virtual meetings and teleconferencing are preferred;
 - b. Work-related gatherings shall be limited for the provision of essential services (Item Nos. 7 of DO 11, s. 2020). It shall be kept short as possible. Preliminary activities may be done as pre-activity assignments. Parts of the program that will involve signing shall be omitted; and
 - c. For activities held indoors, natural airflow exchange is highly encouraged.
9. Personnel are reminded that:
- a. Masks shall be worn at all times when attending virtual activities and during photo-ops in activities;
 - b. Communal eating is discouraged;
 - c. All personnel shall stay in their workstations, whenever possible. Movements shall be limited to necessary tasks; and
 - d. Sharing of items (pens) shall be avoided.
10. In this regard, all Division Office personnel are directed to inform their approved schedule or available time to clients, use online services, and continue transacting business in all Division Office online platforms.
11. All issues and concerns relative to Alternative Work Arrangements within the Division Office and Schools shall be addressed and resolved in accordance with DepEd Order No. 35, s. 2004 – Revision of the Grievance Machinery of the Department of Education, pursuant to DepEd CAR Regional Memorandum No. 208, s. 2020.
12. Immediate dissemination of this Office Memorandum is desired.

BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

REFERENCES:

- DepEd Task Force COVID-19 MEMORANDUM No. 464
DEPED ORDER No. 11, s. 2020
DepEd MEMORANDUM No. 043, s. 2020
DEPED ORDER No. 35, s. 2004
DepEd CAR REGIONAL MEMORANDUM No. 208, s. 2020

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