

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 159 s.2020

SEPTEMBER 3, 2020

REITERATION OF THE GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS FOR ALL SDO ABRA TEACHING AND NON-TEACHING PERSONNEL, SUBMISSION OF GRIEVANCE COMMITTEE MEMBERS, AND CURRENT ALTERNATIVE WORK ARRANGEMENT ADOPTED BY SCHOOLS

To: **Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel of SDO-Abra
All Others Concerned**

- 1) Pursuant to Department Order No. 011, series of 2020, or the *Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to Covid-19 Pandemic*, which was released in compliance with the policies set forth by the Office of the President and by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), and in line with Civil Service Commission (CSC) Memorandum Circular No. 10, series of 2020, or the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to Covid-19 Pandemic*, and the *IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* (with Amendments as of July 16, 2020), the Schools Division Office of Abra hereby adopts and reiterates the guidelines set forth therein.
- 2) On August 14, 2020, the Inter-Agency Task Force (IATF) for the Management of Infectious Diseases issued Resolution No. 63, series of 2020, placing the province of Abra under Modified General Community Quarantine (MGCQ). A similar issuance was released by the Provincial Government of Abra through Executive Order NAU-04, series of 2020, restating the same implementation.
- 3) **Modified General Community Quarantine** refers to the transition phase between General Community Quarantine (GCQ) and the New Normal, when the following temporary measures are relaxed and become less necessary: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols.
- 4) As per IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines (with Amendments as of July 16, 2020), enumerated are some of the protocols for areas placed under MGCQ shall be observed:



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DIVISION MEMORANDUM

SEPTEMBER 3, 2020

No. _____ s.2020

- a) Minimum public health standards shall be complied with at all times for the duration of the MGCQ.
 - b) Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall be required to remain in their residences at all times; Provided that all activities and movements allowed under other Sections of these Guidelines for the foregoing persons shall continue to be permitted under MGCQ.
 - c) Mass gatherings such as but not limited to, movie screenings, concerts, sporting events, and other entertainment activities, religious services, and work conferences shall be allowed provided that participants shall be limited to fifty percent (50%) of the seating or venue capacity.
 - d) For K-12 Basic Education, the Basic Education Learning Continuity Plan of the DepEd shall be adopted. For this purpose, the prohibition in b) does not apply.
 - e) Work in all public and private offices may be allowed to resume physical reporting to work at full operating capacity, with alternative work arrangements for persons who are sixty (60) years old and above, those with immunodeficiency, comorbidity, or other health risks, and pregnant women.
 - f) Work in government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem appropriate in accordance with the relevant rules and regulations issued by the CSC.
- 5) **Alternative work arrangements** are work arrangements identified by the CSC that government agencies such as DepEd may adopt individually or on combination during the period of State of National Emergency due to COVID-19 Pandemic.
- 6) The CSC MC No. 10, s. 2020 allows government agencies to adopt any or combination of the following alternative work arrangements: Work-from-Home; Skeleton (Skeletal) Workforce; Four-day (Compressed) Workweek; Staggered Working Hours; or may use a combination of the enumerated work arrangements that are appropriate/applicable to their functions as well as their place of work, subject to the prevailing community quarantine.
- 7) **Work-from-Home (WFH)** – refers to output-oriented work arrangement that authorizes the personnel to produce outputs/results and accomplishments outside of the office or school/community learning centers (CLC).


Work-from-home arrangements may be allowed for the following tasks:

- 1) Research;
- 2) Policy formulation/review/amendment;



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DIVISION MEMORANDUM

SEPTEMBER 3, 2020

No. _____ s.2020

- 3) Project work, including but not limited to, drafting of proposals/project studies/training modules;
- 4) Data encoding/processing;
- 5) Adjudication of cases or review of cases, including legal work;
- 6) Budget planning and forecasting;
- 7) Recording, examination and interpretation of financial records and reports;
- 8) Evaluation and formulation of accounting, auditing and management control systems;
- 9) Computer programming;
- 10) Database maintenance;
- 11) Design work/drafting of drawing plans;
- 12) Preparation of information materials;
- 13) Sending/receiving e-mail;
- 14) HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case may be; and
- 15) Other analogous tasks which require the use of a computer and the World Wide Web (internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

In the context of DepEd, in addition to the task above, the conduct of teaching and learning that can be done remotely, whether for professional development or for formal and nonformal education, may be allowed to be accomplished under a work-from-home arrangement and thus deemed analogous case.

To facilitate this arrangement, heads of offices and school/CLC shall ensure the following:

- 1) Personnel are given tasks to be performed to the full extent possible in terms of person-days per workweek;
- 2) Personnel have access to or are provided with appropriate communication equipment of facilities to facilitate coordination, consultation, and administrative processes. Provision for communication expense shall be provided pursuant to DO 17, s. 2019, DO 004, s. 2020, and OM-OSEC-2020-007, and subsequent issuances that may be issued for this purpose;
- 3) Work schedule shall be guided by the following:
 - a) The eight (8)-hour workday shall be observed;
 - b) Flexible working hours shall still apply starting from 7:00 a.m. to 9:30 a.m. until 4:00 a.m. to 6:30 a.m.; and
 - c) The time and attendance or the actual time log (in and out) shall be monitored as reflected in the Office/School/CLC Workweek Plan (DO 011, s. 2020 Enclosure No. 2) and Individual Daily Log and

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No. _____ s.2020

Accomplishment Report (DO 011, s. 2020 Enclosure No. 3) as approved by the head of office.

- 8) **Skeleton Workforce (SWF)** - refers to the operational capacity which the smallest number of people needed for a business or organization to maintain its basic functions.

Daily Work Schedule		
Personnel A	On site: 6 hours	WFH: 2 hours

- 9) **Other Alternative Work Arrangements** - refers to work arrangements that are applicable/appropriate to DepEd's functions as well as the place of work other than the above enumerated arrangements. The following alternative work arrangements may be adopted for DepEd:

- i. **Five-Day Physically Reporting Workweek on Two-week Shifting or Rotation** - it is a system of rotation of work that will ensure reduced person to person contact and exposure, observance of the 14-day quarantine period due to probable exposure, and easier contact tracing if any personnel in infected or suspected to be infected.

Batch	Week 1	Week 2	Week 3	Week 4
Personnel A, B, C	Physical Reporting	Physical Reporting	WFH	WFH
Personnel D, E, F	WFH	WFH	Physical Reporting	Physical Reporting

- ii. **Four-Day Physically Reporting Workweek and One-Day WFH on Weekly Shifting or Rotation of Work** - it is a system of rotation of work that will ensure reduced person to person contact and exposure, and observance of a period of home quarantine and self-monitoring following physical reporting to work, and easier contact tracing if any personnel in infected or suspected to be infected.

Batch	Week 1	Week 2	Week 3	Week 4
Personnel A, B	Mon - Thu: Physical Reporting Fri: WFH	Mon - Fri: WFH	Mon - Thu: Physical Reporting Fri: WFH	Mon - Fri: WFH
Personnel C, D	Mon: WFH Tue - Fri:	Mon - Fri: WFH	Mon: WFH Tue - Fri:	Mon - Fri: WFH



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DIVISION MEMORANDUM
 No. _____ s.2020

SEPTEMBER 3, 2020

	Physical Reporting		Physical Reporting	
Personnel E, F	Mon – Fri: WFH	Mon – Thu: Physical Reporting Fri: WFH	Mon – Fri: WFH	Mon – Thu: Physical Reporting Fri: WFH
Personnel G, H	Mon – Fri: WFH	Mon: WFH Tue – Fri: Physical Reporting	Mon – Fri: WFH	Mon: WFH Tue – Fri: Physical Reporting

iii. Four-day (compressed) workweek, staggered working hours, or other alternative work arrangements as described in CSC MC No. 10, s. 2020 may also be considered.

10) Regardless of the type of alternative work arrangement to be used, performance monitoring and attendance mechanism shall be followed. The forms will be submitted to Personnel Division/Section/Unit as supporting documents to monthly Daily Time Record (DTR) of personnel.

11) Attendance monitoring shall be strictly implemented. **No record of time log and accomplishment shall mean that no work has been rendered/performed for the day, thus subjecting the personnel to absence.**

12) The rendition of overtime services and the corresponding remuneration of personnel under the alternative work arrangements shall be in accordance with CSC and Department of Budget and Management (DBM) Joint Circular No. 02, 2015 or the *Policies and Guidelines on Overtime Services and Overtime pay for Government Employees*, and DO 30, s. 2016 or the *Policies and Guidelines on Overtime Services and Payment in the Department of Education* as amended by DO 5, 2019, as well as other relevant and applicable rules and regulations, subject to availability of funds and the applicable accounting and audit procedures.

13) On the use of leave credits for absences due to quarantine and/or treatment relative to COVID-19, the following shall be applied:

If your absence falls under the following categories, it shall be treated as follows:	Mandatory 14-day quarantine period / COVID-19 treatment	Succeeding absences for COVID-19 treatment
Foreign travel in official capacity	Excused absence with pay – not deducted to	Excused absence with pay – not deducted to accrued



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DIVISION MEMORANDUM

SEPTEMBER 3, 2020

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	accrued Leave / Service credits	Leave / Service credits
Foreign travel in personal capacity, with approved travel authority		Chargeable to SL / Service credits, except for days declared as work suspended
Local travel in official capacity and the employee was categorized as PUM and PUI		Excused absence with pay – not deducted to accrued Leave / Service credits
Local travel in personal capacity and the employee was categorized as PUM and PUI		Chargeable to SL / Service credits, except for days declared as work suspended
Foreign travel in personal capacity, without approved travel authority		Chargeable to SL / Service credits, except for days declared as work suspended
Local transmission and/or exposure to COVID-19 in the performance of official function: a) Authorized frontline personnel physically reporting onsite, including Health Care Workers b) Personnel under AWA (WFH, SKW, combination of both, etc.) c) Personnel exposed to COVID-19 positive co-employees	Excused absence with pay – not deducted to accrued Leave / Service credits For HCW – excused absence shall be allowed for every instance of required quarantine and/or treatment due to repeated exposure to the disease	Excused absence with pay – not deducted to accrued Leave / Service credits
Localized transmission due to non-work/personnel activities provided that: a) Underwent quarantine in a Public Health Facility; and/or b) Went to hospital and was advised to go on home quarantine	Excused absence with pay – not deducted to accrued Leave / Service credits	Chargeable to SL / Service credits, except for days declared as work suspended

14) In the event of circumstances mentioned above wherein the employee has exhausted his/her sick leave credits. Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case vacation leave have been exhausted, the employee may apply sick leave of absence without pay.



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DIVISION MEMORANDUM

SEPTEMBER 3, 2020

No. _____ s.2020

- 15) Personnel under WFH arrangement may still apply for leave of absences. Online submission and processing of leave requests using digital signatures are allowed, provided the official email addresses are used.
- 16) Heads of offices and schools shall ensure that the efficiency and productivity work standards are met, and that delivery of public service is not prejudiced during the required quarantine and/or treatment of concerned officials and personnel.
- 17) All DepEd teaching and nonteaching personnel are expected to **make themselves available during working hours**, to perform tasks to the full extent possible in terms of person-days per work week, and to maximize the time spent in the discharge of their duties and responsibilities. They are expected to observe honesty, integrity, and professionalism in the conduct of their duties so that government time, money and resources are employed and used efficiently, honestly, and economically, to avoid wastage of public funds and resources.
- 18) All issues and concerns relative to Alternative Work Arrangements within the School and the Schools Division shall be addressed and resolved in accordance to DepEd Order No. 35, series of 2004 or the *Revision of the Grievance Machinery of the Department of Education*.
- 19) For the composition of the grievance committee, only permanent officials and employees shall be appointed or elected as members. The different composition and jurisdiction of Grievance Committees shall be as follows:
- a) The **School Grievance Committee** shall have original jurisdiction over grievances of teachers and non-teaching personnel in the school that were not orally resolved.

School Grievance Committee
 - 1) Principal or Head Teacher
 - 2) President of the Faculty Club
 - 3) A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal or Head Teacher
 - b) The **District Grievance Committee** shall have original jurisdiction over grievances of employees in the district that were not orally resolved. It shall also have appellate jurisdiction over grievances that were not resolved in the School Grievance Committee.

District Grievance Committee

- 1) District Supervisor/Coordinator or his/her designated representative
- 2) Principal of the school where the grievance originated

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DIVISION MEMORANDUM
No. _____ s.2020

SEPTEMBER 3, 2020

- 3) President of the District Teachers' Association or his or her designated representative
- c) The **Schools Division Grievance Committee** shall have original jurisdiction over grievances of employees in the division that were not orally resolved. It shall also have appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.

Schools Division Grievance Committee

- 1) Schools Division Superintendent or his/her designated representative
- 2) District Supervisor/Chair/Coordinator of the district where the grievance originated
- 3) The President of the Schools Division Teachers Association or his or her designated representative

Each Grievance Committee shall create its own rules of procedure that is deemed most appropriate in the settlement of grievances in its respective level. The Personnel Unit or staff-in-charge or personnel matters shall extend secretariat services to the regional/schools division/district/school grievance committee.

20) The procedures for seeking redress of grievance shall be as follows:

- a. At the first instance, the employee/aggrieved party shall present his/her grievance orally or in writing to his/her immediate supervisor, who shall, within three (3) days from the date of presentation, inform the employee orally of his or her decision. However, if the object of the grievance is the **immediate supervisor**, the aggrieved party may bring the grievances to the next higher supervisor.
- b. If the aggrieved party is not satisfied with the verbal decision, he or she may submit the grievance in writing, within five (5) days to the **next higher supervisor** who shall render his or her decision within five (5) working days from receipt of the grievance.
- c. The decision of the next higher supervisor may be elevated to the **grievance committee** within five (5) working days from receipt of the decision of the next higher supervisor.
- d. The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render decision within five (5) working days after investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to the Office of the Secretary, through the Undersecretary for Legal Affairs.
- e. The Grievance Committee shall render its decision within fifteen (15) days from receipt of the grievance in writing and the decision of the next higher Supervisor as appealed by the aggrieved party. Within the fifteen (15) working



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DIVISION MEMORANDUM

SEPTEMBER 3, 2020

No. _____ s.2020

day period, the committee may conduct an investigation and hearing ten (10) days from receipt of the grievance and render a decision within five (5) working days after the investigation. The decision shall be in writing and shall contain all relevant facts and circumstances as well as the law or rule that was applied, if any.

- 21) Each school is hereby directed to furnish the Division Office the **names, updated contact numbers, and e-mail addresses of its School Head, President of the Faculty Club, and its District Supervisor**. It is further required that the Division Office be furnished with the **current alternative work arrangement adopted by the school**. Kindly submit the list and AWA at **sdoabralelegalservicesunit@gmail.com**.
- 22) Please refer to the references mentioned below for other provisions relevant to work arrangements and considerations, absences due to quarantine or treatment relative to COVID-19, performance and attendance monitoring, work hours, leave of absence, and safe return to work among others.
- 23) For assistance in the application of the Grievance Machinery, contact SDO-Abra Legal Services Unit.
- 24) For information, guidance, and compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/LSU JMT

References:

1. DepEd Order No. 011, series of 2020 or the Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19
2. Civil Service Commission Memorandum Circular No. 10, series 2020 or the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic
3. Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 63, series of 2020 dated August 14, 2020
4. Civil Service Commission Memorandum Circular No. 8, series 2020 or the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19)
5. Civil Service Commission Memorandum Circular No. 5, series 2020 or the Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19)
6. DepEd Order No. 35, series of 2004 or the Revision of the Grievance Machinery of the Department of Education
7. DepEd CAR Regional Memorandum No. 208, series of 2020 or the Application of DepEd DepEd Order No. 35, series of 2004 on the Implementation of Alternative Work Arrangement and Related Issues and Concerns
8. DepEd CAR Regional Memorandum No. 144 series of 2020 or the Interim Guidelines for Work Arrangement in Offices and Schools in the DepEd CAR
9. DepEd CAR Regional Memorandum No. 166 series of 2020 or the Work Arrangements for Personnel in Schools and Community Learning Centers in Preparation for SY 2020-2021
10. Schools Division Office of Abra Division Memorandum No. 100, series of 2020 or the Use of Workweek Plan and Accomplishment Report
11. Schools Division Office of Abra Division Memorandum No. 102, series of 2020 or the Use of Revised Daily Plan of Activities
12. Schools Division Office of Abra Division Memorandum No. 109, series of 2020 or the Interim Guidelines of Work Arrangement of Schools in SDO-Abra



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