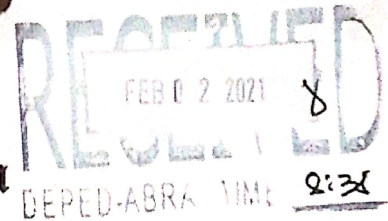




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



DIVISION MEMORANDUM
No. 036 s.2020

February 1, 2021

**IMPLEMENTATION OF THE ALTERNATIVE WORK ARRANGEMENT IN THE SDO AND SCHOOLS DURING
THE GENERAL COMMUNITY QUARANTINE**

TO: **Assistant Schools Division Superintendent**
Division Chiefs
Unit Heads
School Heads, Public Schools
All Others Concerned

1. Relative to the implementation of Executive Order # JN-05 issued by Governor Maria Jocelyn Valera-Bernos on February 01, 2020 on the Guidelines for the Implementation of General Community Quarantine in the Province of Abra from February 01-28, this Office adheres to the minimum public health standards and procedures identified in EO # N-05 and abide with the guidelines of DepEd Order 011, s. 2020, "Revised Guidelines on Alternative Work Arrangements (AWA) in the DepEd During the Period of State of National Emergency Due to Covid-19".
2. All SDO and School Personnel are reminded of item 5 of DO 011, to wit: **"All DepEd teaching and nonteaching personnel are expected to make themselves available during working hours 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". Moreover, in EO JN-011, item 7.2 cites: The following sectors shall be allowed to operate at 50-100% capacity without prejudice to work-from-home and other AWA- office administrative, office support and other business activities (7.2.10). It is reiterated that all personnel who work-from-home or other alternative work arrangements (AWA) will make themselves available during the core work hours.
- 3.a Given the above-mentioned guidelines on AWA during the GCQ, all chiefs of divisions and unit heads will review the submitted AWA schedules and the outputs of personnel who have applied to work-from-home and submit recommendations to management on February 8, 2021.
- 3.b All school heads are required to submit their findings and recommendations on the WFH performance of personnel to their respective PSDS on February 15, 2021.
4. For information and compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent

Page 1 of 1



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15