



**Republic of the Philippines**  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

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June 20, 2020

**DIVISION MEMORANDUM**

No. **116** ,                      s. 2020

**ALTERNATIVE WORK ARRANGEMENTS IN DEPED SCIENCE CITY OF MUNOZ**

To:    OIC – Assistant Schools Division Superintendent  
         Chief Education Supervisors  
         Unit Heads  
         SDO Personnel  
         All Others Concerned

1.     The Department of Education recently released DepEd Order No. 11, s. 2020, titled Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic.
2.     After careful evaluation of the management team of the personnel needs for the delivery of essential services of the Schools Division Office and the safety protocols in the office against COVID-19, a modified weekly shifting of physical work in the office and work-from-home shall be adopted.
3.     The staff of the SDO shall be divided into two (2) groups, each capable of physically delivering all of the services of the SDO. Each group, not exceeding 50% of all employees, shall physically report to the SDO for five (5) days. Afterwards, the members of the same group shall then undergo self-quarantine while working from home (WFH) for the next five (5) days in the following week. Employees who underwent self-quarantine shall be only allowed to physically report if no related COVID-19 symptoms are noted by the Division Medical Team.
4.     In order to allow for possible transportation and other regulatory limitations for employees reporting physically to work, the workday may consist of six hours on-site physical work and two hours WFH. Moreover, to further encourage limited face to face interaction, the flexible working schedule for the SDO is between 8:30 AM to 5:30 PM.
5.     Division chiefs and unit heads are directed to immediately provide employees under their supervision detailed assignments for the week they are supposed to work from home. Heads of functional units are also expected to give adequate information and orientation to their subordinates to ensure that the assignments are accomplished within the desired standards. Accomplishment reports, with MOVs, shall be promptly and regularly submitted by individual employees to unit heads, who will then consolidate and forward the same to this Office in order to ensure delivery of committed tasks and outputs.
6.     Employees who will report physically shall use the logbook and the DTR for their attendance. On the other hand, employees who will work from home shall have their attendance checked through an online system to be launched by the ICT unit.



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**Address:** Brgy. Rizal, Science City of Muñoz, 3119

**Telephone No.:** (044) 806 -2192; **Email Address:** [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



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7. This Office reiterates that “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.”
8. Moreover, all employees are reminded to remain vigilant in the face of the lowered levels of community quarantine and undertake safety protocols at home and in the office with seriousness and responsibility.
9. Immediate and wide dissemination of this Memorandum is desired.

**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 116, s. 2020

**ALTERNATIVE WORK ARRANGEMENTS  
 FOR DEPED SCIENCE CITY OF MUNOZ EMPLOYEES**

Office of the Schools Division Superintendent

<b>Team</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
<b>Team A</b>  <b>Admin</b> Fhriessy Cruz S. Bermuda II Stella Marie C. Dumale Joy Karren Dumale Roma Amor Marzo Michelle Cornejo Geraldine Patacsil Rocel De Guzman <b>Accounting</b> Jomel V. Mangawang Maria Luiza M. Olo Jennifer P. Vilorio <b>Budget</b> Minda V. Mangalindan Dory Nell Reyes <b>ICT</b> Johann M. Tabing	Physical Reporting	Work From Home	Physical Reporting	Work From Home
<b>Team B</b>  <b>Admin</b> Emalyn Maglanoc Jessica Sapitan Jennielle Ann Narca Aaron Sobrevilla Ricky Lucas Jerry Carrido <b>Accounting</b> Arnelson Cornejo Rosan Ariston Ann Cathlyn Acosta <b>Budget</b> Dei Chiara Abao <b>ICT</b> Alvin Ramirez	Work From Home	Physical Reporting	Work From Home	Physical Reporting
Jean Palada (Pregnant)	WFH On-Call	WFH On-Call	WFH On-Call	WFH On-Call



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Curriculum Implementation Division

Team	Week 1	Week 2	Week 3	Week 4
<b>Team A</b>  Larry B. Espiritu, PhD Mary Queen P. Orpilla, PhD Rodolfo A. Dizon, PhD Nehemia L. Ganiban Mercedita D. Saldero Melody E. Galingan Ma. Mercedes Manabat Divina Vilorio Abigail Aquino Miriam David Jerry May Rosete Jomar Alipio	Physical Reporting	Work From Home	Physical Reporting	Work From Home
<b>Team B</b>  Nelie D. Sacman, PhD Zoraida F. Espino, PhD Winnie W. Poli Augusto Mateo Edgardo San Andres Angelica Fernando Rea Santiago Roisa Solano Rolly Valdez Mark John Sampaga Jeffrey Sudario Carizaldy Pagay	Work From Home	Physical Reporting	Work From Home	Physical Reporting
Nelween Gan (With preexisting medical condition)	WFH On-Call	WFH On-Call	WFH On-Call	WFH On-Call

School Governance and Operations Division

Team	Week 1	Week 2	Week 3	Week 4
<b>Team A</b>  Bernardo A. Gargabite Marianne C. Coronel Leoval D. Dela Cruz Cyril S. Talusan Evangeline A. Bautista Jonnadel C. Patonona	Physical Reporting	Work from Home	Physical Reporting	Work from Home





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Princess Mea P. Madayag				
<b>Team B</b>  Lamberto P. Corpuz Marlon V. Siminig Jayson V. Flores Joel T. Dizon Mark Sydore I. Arimbuyutan Charmaine Elji R. Rayos Alvin D. Tangonan	Work from Home	Physical Reporting	Work from Home	Physical Reporting

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