



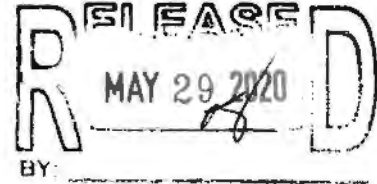
Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

No. 138, s. 2020

To: Asst. Regional Director
Schools Division Superintendents
Chiefs, Regional Functional Divisions
Heads, Regional Functional Units
Public Elementary and Secondary School Heads

DepEd RO III - RECORDS SECTION



**POLICY GUIDELINES ON WORK SCHEDULE FOR TEACHING
and NON-TEACHING PERSONNEL**

1. The Inter Agency Task Force (IATF) for the management of emerging infectious diseases Resolution No. 40, s. 2020 approves the classification of the following provinces and cities in Central Luzon under General Community Quarantine (GCQ) until June 15, 2020:

- 1.1 Aurora
- 1.2 Bataan
- 1.3 Bulacan
- 1.4 Nueva Ecija
- 1.5 Pampanga
- 1.6 Tarlac
- 1.7 Zambales
- 1.8 Angeles City
- 1.9 Olongapo

2. General Community Quarantine as defined by IATF refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries and presence of uniformed personnel to enforce community quarantine protocols.

3. Section 4.3 and 4.4 of the same IATF Resolution state that:

“...those who are sixty (60) years old and above, those with immunodeficiency, Comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstances for obtaining goods and services or for work in permitted industries and offices.”

“Work in all government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC). Provided that for offices requiring employees to report



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physically, commissioned shuttle services as well as point-to-point transport services may be provided.”

4. Civil service Commission on the other hand through Memorandum Circular 10, s. 2020 entitled “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,” enumerates in section 3 the parameters in the implementation of alternative work arrangements.

5. Joint Memorandum Circular No.1, s. 2020 of CSC, DOH, and DOLE Section 5.d states that:

“ Agency Heads shall allow and adopt flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week except for health care facilities and offices involved in emergency services, law enforcement and similar duties, which may adopt the four-day work week scheme, if applicable.”

6. In DepEd Order No. 007, s. 2020, section v.13 it could be read that “Teachers shall start rendering service on June 1, 2020, upon completion of summer vacation on May 31,2020. They will attend orientation and training activities on the utilization of the distance learning delivery modalities, prepare instructional materials, and plan the organization of classes in consideration of the learning delivery modalities to be employed.”

7. In view of these, and for the guidance of all DepEd RO3 teaching and non-teaching personnel, the following shall be observed:

7.1 Regional Office

- a. Alternative work arrangement (a combination of skeleton force and work-from-home arrangement) shall be adopted. Personnel who are 60 years old and above as well as those with existing health problems shall be automatically included among the employees with work-from-home arrangement.
- b. Chiefs of the Regional Functional Divisions and Heads of the regional Functional Units shall identify and list down all tasks that could be done at home and provide copies to the personnel under their jurisdictions.
- c. Each employee shall craft and submit workweek plan and weekly accomplishment report.
- d. Employees who shall undergo work-from-home arrangement must turn in / submit tangible accomplishments and an



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accomplishment report. These shall be collected by the regional driver who shall fetch the skeleton force in a designated place. Employees with Work-from-home arrangement should make themselves available to take communication (of any platform) during the work period at home.

- e. Regional Chiefs and unit heads in collaboration with the Information Communication and Technology (ICT) unit shall devise a system to check and register the attendance of the employee with work-from-home arrangement. The chiefs and Unit Heads shall file the evidences of attendance and submit the same every end of the month or as required to the personnel unit for appropriate action.
- f. On the other hand, employees who shall compose the skeleton force must register their attendance in the log book and through the biometric machine. The Personnel Office shall review, file and submit attendance report to higher authorities every end of the month or as required.
- g. Appropriate health precautionary measures shall be enforced strictly in the work place- be it at home or in the regional office.

7.2 Schools Division Offices

- a. Schools Division Superintendent (SDS) shall take the lead in identifying the type of work arrangement to be adopted in the office.
- b. The SDS with the Asst. Schools Division Superintendent (ASDS) and Administrative Officer (AO) shall orient the employees on the adopted work arrangement and the employees who shall compose the a) skeleton force (sf) and b) employees with work-from-home arrangement (wfh). Employees who are 60 years old and above as well as those with existing health problems must be given priority for the work-from-home arrangement.
- c. The SDS, ASDS, AO, and the Chiefs of the Curriculum Implementation Division and School Governance Operation Division shall identify the employees who shall comprise the Sf and wfh arrangements.
- d. The SDS may adopt or contextualize provision 7.1 of this Memorandum.
- e. Schools Division Office shall monitor the school work activities.



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7.3 School Level

- a. Attendance of the teachers and non-teaching personnel may not be physical. Virtual attendance is encouraged.
 - b. The School Head shall devise a system to check and record the attendance of the teachers. He/she shall submit attendance report to the schools division office through online on agreed date of each month.
 - c. Each teacher and non- teaching personnel shall submit accomplishment report to the school head on agreed date. The school head shall consolidate the reports and submit on line report the Schools division office on agreed date.
 - d. Schools may adopt or contextualize provision 7.1 of this Regional Memorandum.
8. Templates for Individual Weekwork plan, Accomplishment Report, Office work plan and office Weekly accomplishment report are attached.
9. For information and guidance


NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

ORD 1/pau3

Incl.: as stated

Ref. CSC MC 10, s. 2020
Joint MC No. 1, s. 2020
DO No. 007, s. 2020



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(Enclosure No. 1 to Regional Memorandum No. _____, s. 2020)

OFFICE WORKWEEK PLAN

Division/Unit:

To the Regional Director/Schools Division Superintendent

In compliance with the Guidelines for Alternative Work Arrangements and Support Mechanisms for Personnel in the Department of Education for the Duration of the State of Public Health Emergency, the (division/unit) is hereby submitting the workweek plan for (Date-Date, 2020).

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if Applicable)	Days of Work Attendance And Time and Period					Signature
			16	17	18	19	20	
			Mon	Tue	Wed	Thu	Fri	
Ex. Juan del Mundo	PDO II	None	(On-site) 8-5PM	Tele commu te 8-5PM	(On-site) 8-5PM	Tele commu te 8-5PM	(On-site) 8-5PM	
Ex. Maria Juana dela Cruz	PDO II	Pregnant	Tele commu te 8-5PM	Tele commu te 8-5PM	Tele commu te 8-5PM	Tele commu te 8-5PM	Tele commu te 8-5PM	
1.								
2.								

Submitted by:

(Name and Signature of Division/Unit Head)

Date:

Approved by:

(Name and Signature of RD/SDS)

Date:



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(Enclosure No. 2 to Regional Memorandum No. _____, s. 2020)

OFFICE WEEKLY ACCOMPLISHMENT REPORT

To the Personnel Division / Section / Unit:

To the Regional Director/Schools Division Superintendent

In compliance with the Amendments/ Additional Provisions to the Guidelines for Alternative Work Arrangements and Support Mechanisms for Personnel in the Department of Education for the Duration of Enhanced Community Quarantine due to the State of Public Health Emergency, the (division/office) is hereby submitting the office weekly accomplishment report for (Date-Date, 2020)

Division / Office	
Actual Days of Attendance	Actual Accomplishments / Outputs
Monday, May 16, 2020	Prepared and submitted Draft Memo on xoxoxo Submitted presentation materials and data needed for the Mancom meeting
Tuesday, May 17, 2020	xxx
Wednesday, May 18, 2020	xxx
Thursday, May 19, 2020	xxx
Friday, May 20, 2020	xxx

Prepared by:

Approved by:

(Signature of Personnel)

(Name & Signature of Office Head)

Date:

Date:



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(Enclosure No. 3 to Regional Memorandum No. _____, s. 2020)

INDIVIDUAL WORKWEEK PLAN

Name of Employee: **Juan del Mundo**
Division: **HRD**
Bureau/Service/Office:

Date/s Covered: **May 11-15, 2020**
s

Date and Time	Alternative Work Arrangement (Indicate if 2-week shift)	Target Deliverables	
5/11/2020 Time-in: 8:00AM Time out: 5:00PM	Skeleton Workforce	1. Process Liquidation Report for Workshop AA	Submit to Acctg. Division Pending TEVs Receive Incoming documents
5/12/2020 Time-in: 8:00AM Time out: 5:00PM	Work-from-Home		Facilitate meeting with Office AA via MS Teams Submit report on xxxx
5/13/2020 Time-in: 8:00AM Time out: 5:00PM	Skeleton Workforce		Receive incoming documents Facilitate routing of Communication on xxxx
5/14/2020 Time-in: 8:00AM Time out: 5:00PM	Work-from-Home		Draft Memo re: xxxxx
5/15/2020 Time-in: 8:00AM Time out: 5:00PM	Skeleton Workforce	1. Cont'n: facilitate routing of communication on xoxoxa	1. Submit report on xxxxxx

Prepared by:

Approved by:

(Signature of Personnel)

(Name & Signature of Office Head)

Date:

Date:



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(Enclosure No. 4 to Regional Memorandum No. _____, s. 2020)

INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT

Name of Personnel:

Division/Unit:

Position:

Actual Days of Attendance to Work	Actual Time Log	Actual Accomplishment /Output
Ex: Tuesday, March 17, 2020	7:10 AM-6:15 PM	<ul style="list-style-type: none">• Facilitate Office Meeting• Drafted memo on xoxoxo
Wednesday March 18, 2020	XOXOXO	XOXOXO
Thursday, March 19, 2020	XOXOXO	XOXOXO
Friday, March 20, 2020	XOXOXO	XOXOXO

(Signature of Personnel)

Date:

Verified by:

(Name & Signature of Division Chief/Unit Head)

Date:



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