



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

September 08, 2021

**DIVISION MEMORANDUM**

No. 340, s. 2021

**ALTERNATIVE WORK ARRANGEMENT OF TEACHERS AND SCHOOL HEADS  
FOR SY 2021-2022**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 336, s. 2020 re: Amendment to the Revised Interim Guidelines for Alternative Work Arrangement in the Regional Office and School Division Offices, this Office shall adopt the four-day workweek and one-day work from home arrangement for all public elementary and secondary teachers and school heads effective on September 13, 2021.
2. Schools shall submit their Alternative Work Arrangement for the School Year 2021-2022 on or before September 10, 2021 in hard and soft copies (through the division shared google drive 2021 SCHOOL REPORTS, folder named as 2021-2022 AWA OF SCHOOLS).
3. The said AWA shall be prepared by the School Head, reviewed by the Curriculum Implementation Division Chief, recommending approval by the Assistant Schools Division Superintendent, and approved by the Officer-In-Charge Schools Division Superintendent.
4. Attached to this Memorandum is the Regional Memorandum No. 336, s. 2020 entitled Amendment to the Revised Interim Guidelines for Alternative Work Arrangement in the Regional Office and Schools Division Office.
5. For information, guidance and reference of all concerned.

**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

*Loyal, Excellent, Accountable and Dedicated to Service*



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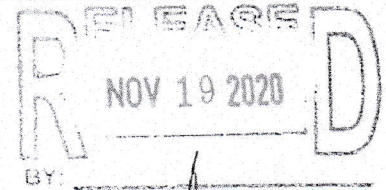
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DIVISION III - RECORDS SECTION


REGIONAL MEMORANDUM  
No. 336 s. 2020



AMENDMENT TO THE REVISED INTERIM GUIDELINES FOR ALTERNATIVE WORK  
ARRANGEMENTS IN THE REGIONAL OFFICE  
AND SCHOOL DIVISION OFFICES

To: Schools Division Superintendents

1. The Civil Service Commission (CSC) promulgated on October 14, 2020 a Resolution to amend the Revised Interim Guidelines for Alternative Work Arrangements During the State of Public Health Emergency Due to COVID-19 Pandemic.
2. The guidelines provide the implementation of the Alternative Work Arrangement pursuant to DepEd Order No. 11, s. 2020 dated June 15, 2020, citing CSC MC No. 10, s, 2020 (CSC Resolution No. 2000540) promulgated on May 7, 2020 and the aforementioned CSC Resolution recently issued.
3. The Head of Office is given the discretion to determine the appropriate work arrangements in their jurisdiction based on the prevailing community quarantine classifications in their localities, and their work priorities that are applicable to the agency mandates/functions.
4. DepEd Regional Office adopts the four-day workweek and one-day work from home arrangement. Guidelines and support mechanisms are explicitly provided in Office Memorandum dated November 10, 2020.
5. Schools Division Offices are requested to adopt Alternative Work Arrangement in strict compliance with the options given by the CSC, taking into account the required forty (40) working hours per week of each employee.
6. All Schools Division Superintendents are hereby enjoined to submit their work arrangements in their respective SDOs on the basis of the said CSC Resolution 200012 to the Regional Office on or before November 25, 2020.
7. It is likewise encouraged that the same work arrangement being implemented by the Regional Office be adopted, if appropriate under the circumstances provided by the subject CSC issuance, for uniformity of the AWA policy in Region III.
8. For dissemination and compliance.

  
**MAY B. ECLAR, PhD, CESO V**  
Regional Director

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