



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

January 13, 2022


**DIVISION MEMORANDUM**

No. 40, s. 2022

**FUNCTIONAL DIVISIONS' ALTERNATIVE WORK ARRANGEMENT (AWA)  
BASED ON MC 93, S. 2021**

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

1. Pursuant to Memorandum Circular No. 93, dated December 17, 2021 entitled Required On-site Workforce in Government Agencies and Instrumentalities under the Alert Level System, this Office announces the Alternative Work Arrangement (AWA) of the Office of the Schools Division Superintendent, (OSDS), Curriculum Implementation Division (CID), and the School Governance and Operations Division (SGOD) in this Division effective on January 14-31, 2022.
2. Enclosed in this issuance are the Memorandum Circular No. 93 and the AWA of the three functional divisions for the information and guidelines of all concerned.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

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



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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15





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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure to Division Memorandum No. \_\_, s. 2022

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM CIRCULAR NO. 93

**REQUIRED ON-SITE WORKFORCE IN GOVERNMENT AGENCIES  
AND INSTRUMENTALITIES UNDER THE ALERT LEVEL SYSTEM**

**WHEREAS**, Article II, Section 15 of the Constitution declared it a policy of the State to protect and promote the right to health of the people;

**WHEREAS**, the IATF, through Resolution No. 146-F (s. 2021) dated 28 October 2021, recommended to the Office of the President the adoption of the Alert Level System for all areas of the Philippines, through a phased nationwide rollout;

**WHEREAS**, the President, through Executive Order No. 151 approved the nationwide implementation of the Alert Level System and the adoption of the "Guidelines on the Implementation of Alert Level System for COVID-19 Response in Pilot Areas" ( Alert Level System Guidelines);

**WHEREAS**, the Alert Level System Guidelines provides that government agencies and instrumentalities shall remain to be fully operational and shall adhere to the required on-site workforce depending on the alert level, with those assigned to work off-site subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the Civil Service Commission;

**WHEREAS**, there are reports that some government agencies and instrumentalities have such a small proportion of their total workforce on-site that the delivery of public service suffers as a result;

**WHEREAS**, there is a need to balance health considerations and the continuous delivery of public services, regardless of the alert level system prevailing in a particular area;

**NOW THEREFORE**, the following are hereby ordered:

**Section 1. Government remains in full operation.** Government agencies and instrumentalities shall remain fully operational regardless of the alert level of the area where they are located, but subject to the following required on-site workforce as prescribed in the Alert Level System Guidelines, while applying work from home and other flexible work arrangements:

- a. Alert Level 5 Skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in **agencies providing health and emergency frontline services, laboratory and testing services, border control, or other**



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critical services, in accordance with the relevant rules and regulations issued by the Civil Service Commission.

- b. Alert Level 4 at least 40% on-site workforce
- c. Alert Level 3 at least 60% on-site workforce
- d. Alert Level 2 at least 80% on-site workforce

**Section 2. Authority to increase on-site workforce.** The heads of all agencies and instrumentalities of the executive branch, including government-owned or -controlled corporations (GOCCs), may increase the on-site workforce of their offices beyond the minimum provided above.

Department secretaries may require heads of agencies over which they have control or supervision, or which are attached to their departments, to implement a larger on-site workforce should the one set by the agency head be insufficient for the delivery of services, as determined by the department secretary.

Agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, shall require an on-site workforce that is larger than the minimum provided above, as may be necessary to deliver their mandates.

In all cases, the requirement on on-site workforce shall be subject to social distancing requirements and other minimum public health standards.

**Section 3. Continuous effectivity of Memorandum Circular (MC) No. 86 (s. 2021).** The provisions of MC No. 86 (s. 2021) on compliance with health protocols in the workplace, and the conditions therein for the temporary closure of premises of government agencies and instrumentalities, shall continue to be observed under the Alert Level System.

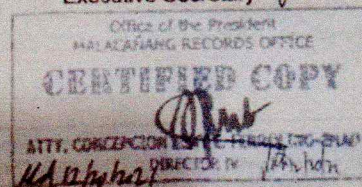
**Section 4. Application to other agencies.** The offices of the legislative and judicial branches of government, independent constitutional commissions and bodies, and local government units are strongly urged to adopt the provisions of this Circular.

**Section 5. Effectivity.** This Memorandum Circular shall take effect immediately.

**DONE**, in the City of Manila, this 17<sup>th</sup> day of December, in the Year of our Lord Two Thousand and Twenty-one.

By Authority of the President:

**SALVADOR C. MEDIALDEA**  
Executive Secretary



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**SCHEDULE OF OSDS PERSONNEL'S ALTERNATIVE WORK ARRANGEMENT BASED ON MC 93, S.2021  
January 14 - 31, 2022**

Total No. of Personnel: 32

3

Alert Level

3

% of Onsite Workforce = 60%

No.	Month	JANUARY											
	Days of the Month	F	M	T	W	Th	F	M	T	W	Th	F	M
		14	17	18	19	20	21	24	25	26	27	28	31
	<b>OSDS PERSONNEL</b>												
1	DANTE G. PARUNGAO	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
2	SHIRLEY PASCUAL	OS	WFH	WFH	WFH	OS	OS	OS	OS	OS	WFH	WFH	WFH
3	JOMAR WAING	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
	<b>ASDS PERSONNEL</b>												
4	ZUREX T. BACAY	OS	WFH	WFH	WFH	OS	OS	OS	OS	OS	WFH	WFH	WFH
5	KIMBERLY ANNE TADEO	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
	<b>ITO PERSONNEL</b>												
6	Johann M. Tabing	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
7	Alvin B. Ramirez	OS	WFH	WFH	WFH	OS	OS	OS	CRU	OS	WFH	WFH	WFH
8	Rick Jefferson Reyes	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
	<b>PAYROLL</b>												
9	WINNIE VALDEZ	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
10	MICHELLE CORNEJO	OS	WFH	WFH	WFH	OS	OS	OS	OS	OS	WFH	WFH	WFH
11	RICKY LUCAS	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
	<b>BUDGET</b>												
12	MINDA MANGALNIDAN	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
13	DORY NELL GASTON	OS	WFH	WFH	WFH	OS	OS	OS	OS	OS	WFH	WFH	WFH
14	DEI CHIARA ABAO	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS
	<b>SUPPLY</b>												
15	JOY KARREN DUMALE	OS	WFH	WFH	WFH	OS	OS	OS	OS	OS	WFH	WFH	WFH
16	JERRY CARRIDO	WFH	OS	OS	OS	WFH	WFH	WFH	WFH	WFH	OS	OS	OS





**SCHEDULE OF CID PERSONNEL'S ALTERNATIVE WORK ARRANGEMENT BASED ON MC 93, S.2021**

**January 14 - 31, 2022**

Total No. of CID Personnel      16      Alert Level      3      % of Onsite Workforce = 60%      No. of Onsite WF Personnel = 9 or 10

No.	Month	JANUARY											
	Days of the Month	F	M	T	W	Th	F	M	T	W	Th	F	M
	CID PERSONNEL	14	17	18	19	20	21	24	25	26	27	28	31
1	Larry B. Espiritu	WFH	WFH	WFH	WFH	OS	OS	OS	OS	OS	OS	OS	OS
2	Mary Queen Orpilla	WFH	WFH	WFH	WFH	OS	OS	OS	OS	OS	OS	OS	OS
3	Zoraida F. Espino	WFH	WFH	WFH	WFH	OS	OS	OS	OS	OS	OS	OS	OS
4	Nelie Sacman	WFH	WFH	WFH	WFH	OS	OS	OS	OS	OS	OS	OS	OS
5	Aileen G. Mactal	WFH	WFH	WFH	WFH	OS	OS	OS	OS	OS	OS	OS	OS
6	Melody E. Galingan	OS	OS	OS	OS	WFH	WFH	WFH	WFH	OS	OS	OS	OS
7	Winnie W. Poli	OS	OS	OS	OS	WFH	WFH	WFH	WFH	OS	OS	OS	OS
8	Augusto A. Mateo	OS	OS	OS	OS	WFH	WFH	WFH	WFH	OS	OS	OS	OS
9	Mercedita D. Saldero	OS	OS	OS	OS	WFH	WFH	WFH	WFH	OS	OS	OS	OS
10	Divina Vilorio	OS	OS	OS	OS	WFH	WFH	WFH	WFH	OS	OS	OS	OS
11	Mercedes P. Manabat	OS	OS	OS	OS	OS	OS	OS	OS	WFH	WFH	WFH	WFH
12	Edgardo San Andres	OS	OS	OS	OS	OS	OS	OS	OS	WFH	WFH	WFH	WFH
13	Angelica S. Fernando	OS	OS	OS	OS	OS	OS	OS	OS	WFH	WFH	WFH	WFH
14	Jay-ann Doliente	OS	OS	OS	OS	OS	OS	OS	OS	WFH	WFH	WFH	WFH
15	Rodolfo A. Dizon	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH
16	Nelween M. Gan	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH
<b>Total No. of CID Personnel on WorkForce On-site</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>



