



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

February 17, 2022

**DIVISION MEMORANDUM**

No. 110, s. 2022

**PERSONNEL'S WORK FROM HOME ARRANGEMENT**

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

1. This Office puts a premium on the health and welfare of all teaching and non-teaching personnel and most especially of all learners, and at the same time puts high priority on quality education for all learners. Thus, for the information and guidance of all concerned, the following provisions based on issuances are hereby emphasized.
  - a. DepEd Order No. 11, s. 2020 entitled Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic item number 5 states that work from home refers to an output-oriented work arrangement that authorizes the personnel to produce outputs/ results and accomplishments outside of the office or school/ community learning center (CLC).
  - b. In addition, during on WFH scheme or on the on-site workforce, "All DepEd teaching and non-teaching 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."
  - c. As stipulated in Regional Memorandum No. 056, s. 2022 entitled Reiteration of the Required Health Standards, Vaccination, and On-site Work Requirements, the following are reminded not to report on-site but instead explore work-from-home arrangements, if applicable, unless otherwise cleared to report to work by the Office of the Medical Officer/ Health Officer, upon presentation of necessary documents, as may be required:
    - i. Personnel who have tested positive on COVID-19 whether through antigen test or RT-PCR;



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



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- ii. Personnel who are probable or suspect cases, including those who have pending test results;
  - iii. Personnel who are experiencing COVID-19 symptoms regardless of possible explanation (e.g. “*I usually get a cough after riding an air-conditioned vehicle so this must be normal of me to be coughing*”); and
  - iv. Personnel who are close contacts of confirmed, probable, and suspect cases (these include personnel who are exposed to persons who have symptoms of COVID-19 or are waiting for their COVID-19 test results).
- d. Personnel who are experiencing COVID-19 symptoms are advised to report to their attending physicians, if applicable, or to the Division Medical Officer III, for appropriate evaluation and assessment of need of testing and monitoring.
- e. Since the Province of Nueva Ecija is already under Alert Level 2, at least 80% of the on-site workforce shall be implemented as stated in Memorandum Circular No. 93 entitled Required On-site Workforce in Government Agencies and Instrumentalities Under the Alert Level System, which means that this Division may require all schools and offices in the SDO to report more than 80% on-site workforce in the **exigency of the service**.
- f. However, the school heads shall remain their one-day WFH per week while the teachers’ WFH will depend on the computation of the 80% on-site workforce that shall appear in the class program.
2. For the case of personnel who are currently on Work from Home mode, the following shall be done since this Division will already be implementing the Progressive Expansion Phase of Limited Face-to-Face Classes.
- a. Personnel who are on the Work from Home scheme will be examined by the Division Medical Officer III starting on February 18, 2022, so that appropriate action in terms of their health concerns and in terms of the schools’ situation for the opening of classes can be addressed.
  - b. The school heads of the concerned person or the Unit Heads/ Chiefs (for the Division Personnel) will be notified by the Medical Officer in terms of their schedule for the examination.
  - c. The concerned personnel who will be examined shall bring their medical certificate from their attending physician for further evaluation and management on their schedule.
  - d. The holding area for the said activity will be the SDO Holding Area for Visitors (near the guard post).
  - e. The result of the Medical Officer III’s examination will determine the personnel’s WFH scheme whether they have to continue their WFH or start reporting on-site.
3. Since the Science City of Muñoz has a sufficient supply of COVID-19 vaccines, the teaching, and non-teaching personnel who are not yet vaccinated and whom their on-site services are essential in the exigency of the service shall undergo Antigen Testing or RT-PCR every two weeks **at their own expense** as stated in RM No. 056, s. 2022, item no. 3.1.1 and 3.1.2. The result of the



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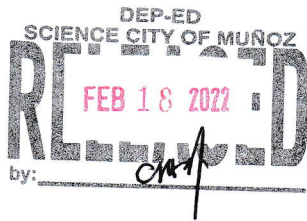
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same shall be submitted to the Office of Medical Officer III for appropriate action.

4. Relative to WFH and AWA matters, the following is the composition of the team:  
Chair DANTE G. PARUNGAO, CESO VI  
Schools Division Superintendent  
Members LARRY B. ESPIRITU, PhD  
Curriculum Implementation Division- Chief ES  
MARIANNE C. CORONEL, MD  
Medical Officer III  
WINNIE W. POLI  
Education Program Supervisor  
AILEEN G. MACTAL  
Education Program Supervisor  
STELLA MARIE C. DUMALE  
Administrative Officer IV
5. For queries, please communicate with Mrs. Winnie W. Poli, WFH and AWA Focal Person through her email address [winnie.poli@deped.gov.ph](mailto:winnie.poli@deped.gov.ph) and cellphone number 09176506854 and with Mrs. Marianne C. Coronel, MD, through her email address [marianne.coronel@deped.gov.ph](mailto:marianne.coronel@deped.gov.ph) and cellphone number 09285040801.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.



  
**DANTE G. PARUNGAO, CESO VI**  
Schools Division Superintendent

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