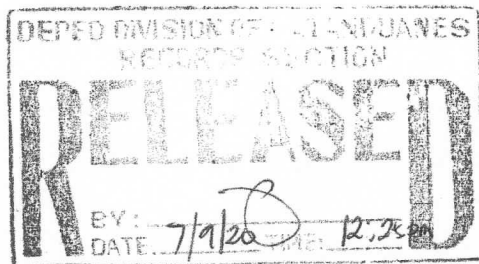


Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 2, 2020

MEMORANDUM
OSDS-UM-07-08-20/MBL

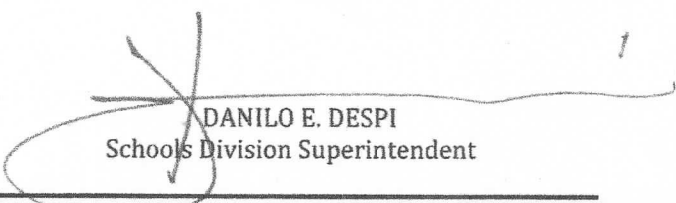


TO : Asst. Schools Division Superintendent
Division/Section Heads
Education Program Supervisors
Public Schools District
Elementary & Secondary School Heads/TIC's
Teaching & Non-Teaching Personnel

1. Pursuant to unnumbered regional memorandum dated July 2, 2020 re: Ensuring the Safety and Security of all DepEd Region V Employees, Teachers, Schools and Division Officials, DepEd Order No. 11, s. 2020 and Memorandum DM-PHRDFO-2020-00198, employees in schools and offices in this Division are hereby directed to observe the following:

- a. All school heads shall adopt a modified Alternative Work Arrangement (AWA) for their respective schools/offices for the month of July 2020. Work Week Plan for this month must be submitted to the SDO-Personnel Section not later than July 13, 2020;
- b. The use of remote enrolment, drop box and other schemes shall continue in all schools until July 15, 2020;
- c. Teachers shall not be required to go house to house to conduct enrolment and other school related activities. However, employees who are on "work from home" may be called to report to school/office to perform critical tasks as need arises. Preparation of reports and other assignments are encouraged to be done at home;
- d. Schools that were used as quarantine facilities, physical reporting to workplace/onsite is strictly prohibited, thus a Work from Home scheme shall be adopted;
- e. Teachers and employees observing Work from Home scheme should do their tasks at home following the approved Work Week Plan;
- f. Personnel reporting for duty, whether on-site or off-site, shall check-in with their immediate supervisor through the agreed mode of communication (e.g. logbook for on-site; SMS, work chat, messenger, viber for off-site) to record their actual time log (in and out); and reflect the same in the Individual Daily Log and Accomplishment Report;
- g. No record of time log (in and out) and accomplishment shall mean that no work has been rendered/performed for the day, thus subjecting the personnel to absence;
- h. Employees shall ensure that they are available during the agreed working hours and readily accessible through agreed modes of communication in order to respond to directives, requests, and queries;
- i. All personnel must refrain from posting to social media during official working hours, activities not related to their tasks/assignments such as travel to other places, shopping, online selling and other activities;
- j. For Elementary and non-Implementing Units, Form 7 and CSC Form 48/DTR shall be submitted to the SDO-Personnel Section every 10th day of the succeeding month, together with the approved Individual Workweek Accomplishment Report and print-out or any proof of time log for off-site duty;
- k. For Implementing Units, copy of approved Individual Workweek Accomplishment Report and print-out or any proof of time log for off-site duty shall be submitted to the SDO-Personnel Section every 10th day of the succeeding month.
- l. For SDO Personnel, CSC Form 48/DTR shall be submitted to the Personnel Section every 10th day of the succeeding month, together with the approved Individual Workweek Accomplishment Report and print-out or any proof of time log for off-site duty. Submission must be by division for SGOD & CID, by section for OSDS;
- m. Wearing of face mask, physical distancing, proper respiratory etiquette and disinfection protocols shall be strictly observed. For offices, eating in communal area is discouraged, if this is not possible, ensure a one worker per table or one-meter distance per worker scheme.

2. For guidance and strict compliance.


DANILO E. DESPI
Schools Division Superintendent