



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON
ICT UNIT

UPLOADED

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By: CRISTELL 10:42 AM

Ref. No.: DM 016, S. 2022

DIVISION MEMORANDUM
DM No. 016, s. 2022

12 January 2022

DIVISION IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT (AWA)

TO: OIC-Assistant Schools Division Superintendents,
Division Chiefs,
Unit/ Section Heads,
Elementary and Secondary School Heads
All Others Concerned

1. Due to the present pandemic concerns and alarming surge of COVID19 cases in Quezon province, this Office hereby reminds all concerned personnel to observe DepEd Order No.11 s. 2020 Revised Guidelines on Alternative Work Arrangements in the Department of Education During the State of National Emergency Due to Covid19 Pandemic.
2. Offices and schools shall continue to consider the health status of the personnel (e.g., comorbidities) in determining who will be required to report on-site to comply with the minimum/required percentage of on-site personnel in accordance with the IATF Guidelines on the Implementation of Alert Level Systems for COVID19 and guided by DTFC Memoranda No. 575, 586 and 588. This Office also emphasized the statement under item no. 3 in DTFC Memorandum No. 586, "**Personnel who are not yet fully vaccinated may be placed under such arrangement while they shall continue to be encouraged to be fully vaccinated**". The properly agreed and applicable work arrangement is an alternative way to continue to deliver quality services to our students amidst this challenging time.
3. All teachers and other school-based personnel whose work can be performed at home must be allowed to work from home. To be properly guided in scheduling and implementing the alternative work arrangement, please refer to Division Memorandum No. 305, s. 2020.
4. In addition, no schools will lock down nor suspend classes without prior approval in accordance to DepEd Central Memorandum 009 (DM-CI-2022-009) Reiterating the Policy on Academic Ease and Allowing the Suspension of Classes and Other Teaching-Related Activities in the Midst of the Surge in Covid-19 Cases.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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5. Furthermore, all Schools Division Office (SDO) personnel should properly follow the applicable work arrangement to lessen possible exposure to Covid19 or related signs and symptoms. Sub-offices Personnel are expected to have same work arrangement.
6. The softcopy of the approved monthly schedule of Alternative Work Arrangement (AWA) shall be submitted to this Office through this link tinyurl.com/QUEZONMONTHLYAWA with the following file name/format: **AWA-MONTH-Office/Section/School Name**. Office Workweek Plan and Individual Daily Log and Accomplishment Report (Enclosure 1 and 2 in D.O. 11 s. 2020) shall also be submitted regularly and closely monitored by respective immediate heads.
7. Moreover, please always be reminded that **"...Personnel under work-from-home (WFH) arrangement shall make themselves available and accessible during agreed working hours and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers"**, in reference to DepEd Order No. 011, s. 2020.
8. Online communication platforms such as emails, official social media pages and landlines are always open, as well as the Records Section in Division Office and Sub-Offices to receive all documents or correspondences. Drop box system in each offices/section is again implemented.
9. For strict compliance and immediate dissemination.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

OSDSsvd01/12/2022

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