

Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE MEMORANDUM OM No. %2, s. 2021 March 31, 2021

REITERATION ON THE COMPLIANCE OF SDO PERSONNEL TO DEPED ORDER NO. 011, S. 2020 ENTITLED ALTERNATIVE WORK ARRANGMENTS IN DEPED DURING THE STATE OF NATIONAL EMERGENCY DUE TO COVID19 PANDEMIC

TO:

OIC-Assistant Schools Division Superintendents, Curriculum Implementation Division Chief, School Governance and Operations Division Chief, Section/Unit Heads, All Others Concerned

- This Office reiterates the compliance of all SDO Personnel to DepEd Order No. 011, s. 2020 on revised guidelines on Alternative Work Arrangments in Deped During the State of National Emergency Due to Covid19 Pandemic, specifically on item no. 16.a.iii as stated:
 - "...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."
- 2. Also, as reiteration on DepEd Memorandum No. DM-PHROD-2021-0119 on the Availability and Accessibility of Personnel during Core Work Hours, and aligned with item 5.10 of the CSC Memorandum Circular No. 18 s. 2020, each section/unit shall ensure that atleast one (1) staff is present during the core working hours (8:00 a.m. to 5:00 p.m.) of each workday in order not to prejudice public service delivery. The assigned personnel should be available on-site to receive documents and respond to queries via phone call or walk-in.

3. Immediate and strict implementation of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
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OSDSsvd03/31/2021

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