



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

UNNUMBERED MEMORANDUM

TO: OICs, Assistant Schools Division Superintendent, Chief, Curriculum Implementation Division, Chief, Schools Governance and Operation Division, Education Program Supervisors, Public Schools District Supervisors, Elementary, JHS and SHS Heads, All Other Concerned

FROM: ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

SUBJECT: AVAILABILITY AND ACCESSIBILITY OF PERSONNEL DURING CORE WORK HOURS

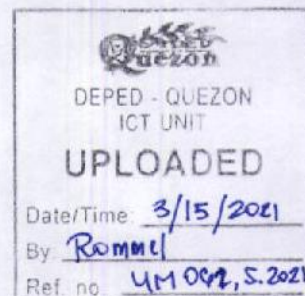
DATE : March 9, 2021

Attached herewith is the **DM-PHROD-2021-0119**, (*Availability and Accessibility of Personnel during Core Work Hours.*)

For your information, guidance and widest dissemination.

Admam03/09/2021

DEPEDQUEZON-TM-SDS-04-010-003



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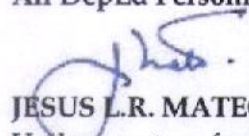
PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

SDS OFFICE RECEIVED
11 MAR 2021

ASCS OFFICE RECEIVED
3-11-21

MEMORANDUM
DM-PHROD-2021-0119

TO : Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Regional Directors
Schools Division Superintendents
Other Heads of Offices
All DepEd Personnel Concerned

FROM :  JESUS L.R. MATEO
Undersecretary for Planning, Human Resource and Organizational Development

SUBJECT : Availability and Accessibility of Personnel during Core Work Hours

DATE : 01 March 2021

Pending the release of the enhanced guidelines on the alternative work arrangements (AWA) in the Department and in light of the recent community quarantine classifications, Heads of Offices and personnel are **reminded** on the following provisions:

1. All DepEd personnel are required to complete the eight (8)-hour work day or the 40-hour work week regardless of the type of AWA implemented in the respective office/school/CLC.
2. Aligned with item 5.10 of the Civil Service Commission Memorandum Circular No. 18 s.2020, each office/school/CLC shall ensure that at least 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. As a reiteration of Item 16.a.iii of DepEd Order No. 11 s. 2020, 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.

Heads of Offices are requested to meet with their personnel and make the necessary adjustments in the work schedules.

For inquiries or clarifications, please contact the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) through phone at 02 8633 9345 or email at bhrod.pd@deped.gov.ph.

Please be guided accordingly. Thank you.

BHROD-OD/roa