



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

**UNNUMBERED MEMORANDUM**

**TO:** OICs, Office of the Asst. 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  
Office of Schools Division Superintendent ✓

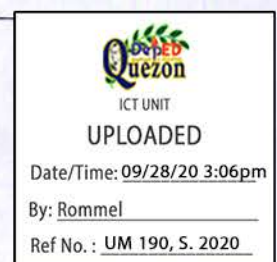
**SUBJECT:** ALTERNATIVE WORK ARRANGEMENT

**DATE :** September 23, 2020

In compliance with the **Regional Memorandum "Calabarzon Alternative Work (AWA) Arrangement Template"** dated September 21, 2020, all schools/districts are hereby advised to submit their Alternative Work Arrangement to their respective Public Schools District Supervisor. In addition, all PSDS shall consolidate and upload the said documents **every 2nd of the month** using this link <https://tinyurl.com/MONTHLYAWA>. Furthermore, the Division Office Unit Heads are also required to upload their Alternative Work Arrangement schedule using the abovementioned link. Deadline of submission of Alternative Work Arrangement for the month of October to the Division Office will be on **October 2, 2020**. Please refer to this link to download the file <https://tinyurl.com/AWAtemp>.

Attached hereto is the Regional Memorandum for your reference.

For your strict compliance and dissemination is desired.



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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL




Regional Memorandum

21 September 2020

**CALABARZON ALTERNATIVE WORK ARRANGEMENT (AWA) TEMPLATE**

To **All Schools Division Superintendent**

1. Attached is the new template for Alternative Work Arrangement to be used by all schools division offices in CALABARZON.
2. The softcopy will be forwarded to your respective email accounts.
3. Accomplished AWA Forms shall be submitted to the Regional Office every **5<sup>th</sup> day of the succeeding month** to be sent to **admin.calabarzon@deped.gov.ph**.
4. Immediate and widest dissemination of this Memorandum is desired.

  
**WILFREDO E. CABRAL**  
Regional Director

ad/jcp



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