




Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

DIVISION MEMORANDUM

No. 91, s. 2020

To: **ALL DIVISION OFFICE PERSONNEL**

From: 
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Date: July 3, 2020

Subject: **OFFICE WORK ARRANGEMENT WHILE ON MODIFIED GENERAL COMMUNITY QUARANTINE**

President Rodrigo Roa Duterte announced on 30 June 2020 that Region 02 is now categorized as under a **Modified General Community Quarantine** from July 1 to July 15, 2020.

In view of this declaration, the Division Office of Tuguegarao City shall now be adopting, within the said period, the **resumption of physical work in full capacity**.

The implementation of the resumption of physical work in full capacity in the Division Office is both authorized under the provisions of the "*Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines*" issued by the IATF and the subsequently issued DepEd Order No. 11, s. 2020, entitled "*Revised Guidelines on Alternative Work Arrangements in the Department of Education during the period of State of National Emergency due to COVID-19 Pandemic*".

In this regard, **all** employees of the Division Office, regardless of employment status, shall be required to report to Office from Monday to Friday effective July 6 to July 15, 2020. By way of exception, all employees who are 60 years old and above, those with immunodeficiency, comorbidities or other health risks, and pregnant women shall be allowed to adopt alternative work arrangements which are deemed appropriate in accordance with the existing relevant rules and regulations issued by the CSC and DepEd Order No. 11, s. 2020.

The Chiefs and Heads of Units shall submit on July 6, 2020 to the Office of the Schools Division Superintendent (SDS), through the Office of the Administrative Officer V, the list of exempted employees in their respective units along with the corresponding medical certificate or any other proofs issued by a duly licensed Medical Officer or practitioner that the person has among others immunodeficiency,



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925, (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.com



Doc Code:	FM-ORD-003	Rev:	00
As of:	July 2, 2018	Page:	1

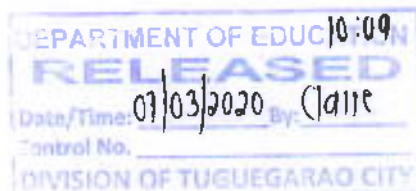
comorbidities or other health risks. The appropriate alternative work arrangements that will be adopted for the exempted employees shall likewise be indicated.

It is the duty of the Unit Heads to give the respective assignments of their subordinates and the former shall establish a mechanism to monitor and validate the outputs and accomplishments of the latter. A weekly Report of the assignments and accomplishments of each employee engaged in an alternative work arrangement shall be submitted to the SDS.

The SGOD, through the Health Unit and DRRM, shall be in charge of monitoring and ascertaining that all minimum health standards and protocols are faithfully observed in the Office by all personnel, clients, and visitors.

Subject to the possible advent of any Guidelines, Policies or Directives from the IATF, DepEd Central Office, and the CSC, this Memorandum shall be in force and effect until July 15, 2020 unless otherwise earlier revoked or recalled.

For your information, guidance and strict compliance.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.com



Doc Code:	FM-ORD-003	Rev:	00
As of:	July 2, 2018	Page:	2

