



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

May 15, 2020

DIVISION MEMORANDUM
NO. 155 s. 2020

**INTERIM GUIDELINES ON THE ADOPTION OF ALTERNATIVE
WORK ARRANGEMENT OF SDO PAMPANGA**

900069635



TO: Assitant Schools Division Superintendent
Chiefs of Functional Divisions
Division Unit Heads
Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

1. In relation to CSC MC No. 10, s. 2020 dated May 7, 2020, entitled, "Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic, and the implementation of General Community Quarantine (GCQ) in the Province of Pampanga, the Division Chiefs, Heads of all functional units, and School Heads in this Division Office are given the discretion to adopt and implement alternative work arrangements for the period of May 16, 2020 to May 31, 2020, or until such time that the duration of the State of National Emergency Due to COVID-19 Pandemic has been lifted by the proper authorities and normal office operations have resumed.
2. The alternative work arrangement provided in CSC MC No 10, s. 2020, is adopted to ensure continuous delivery of public service with due observance of public distancing policy and other preventive health measures.
3. In the implementation of the following Alternative Work Arrangements, the following interim guidlines shall be observed:

3.1 Telecommuting/Work-from-Home

1. Employees under the above-mentioned work arrangement must be readily accessible during working hours and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor in its implementation.

2. Online submission of the Office Workweek Plan (Enclosure A) for SDO Employees and Monthly Operational Plan (Enclosure A-1) for School Heads every Friday of the week for employees, which are under the WFH scheme to the Division Chiefs (for staff under SDO Functional Divisions), Unit Heads (for staff under SDO Functional Units), PSDSs (for Elementary Schools) and EPSs (for Secondary Schools) for consolidation, verification, and approval of the Head of Office.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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3. Likewise, Individual Work Week Accomplishment Report (Enclosure B) for DO Employees) and Weekly Accomplishment Report (Enclosure B-1) for Schools must be submitted and consolidated every Monday, reflecting their actual days of attendance to work and time log per day with corresponding weekly output including a digital copy of the MOVs.

3.2 Skeleton (Skeletal) Workforce

1. The employees assigned as skeleton workforce shall be permitted to make required movements/ travel for purposes of performing official duty and entering the office/school premises in order to provide essential services such as preparation of salaries and benefits of employees and other critical services that cannot be done at home.

2. Employees are reminded to bear with them their Certificate of Employment (COE) issued by the HRMO, Office-issued IDs and Home Quarantine Barangay Pass to proceed with their travel or movement.

3.3 Four-day (Compressed) Workweek

1. Under the four-day work week / compressed workweek arrangement, an employee's workweek is reduced to less than five days, but the total number of the required work hours per week would not be less than 40 hours.

2. The compressed work week may be observed as follows: Monday to Thursday, Tuesday to Friday, Monday to Tuesday and Thursday to Friday or a combination of the 4-day workdays to ensure that there are employees reporting the whole workweek.

3.4 Staggered Working Hours

1. The office shall strategize the adoption of the staggered working hours of employees to limit the number of officials and employees in an office at any given time.

2. Employees under this scheme should remain flexible in making themselves available for work duties outside of core hours if required.

3.5 Other Alternative Work Arrangements

1. Functional Division, Functional Units, and Schools may use a combination of the above-enumerated work arrangements or a combination with the other work arrangements it adopted, such as three-day work week and 2 days work-from-home arrangement to complete the 40-hour workweek, appropriate/applicable to their functions as well as their place of work.





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4. Official vehicles of the division office and schools shall be available to employees performing essential services, including processing of salaries and other benefits, to transport them from home to office, and other official itinerary.
5. Certificate of Employment (COE) shall be released among the personnel whose work arrangement falls under Items 3.2 to 3.5. Request for the issuance of COE may be sent through online per school for secondary and district for elementary to sdopampanga.personnelcovid19@gmail.com
6. All offices shall adopt a monitoring mechanism to validate performance of assigned work and functions and ensure that public service delivery is not prejudiced, and procedures shall be performed with utmost consideration of the personnel's health and safety.
7. Anent to the foregoing, the field is hereby provided with the Schedule of the Alternative Work Arrangement of the Schools Division Office's per personnel per functional unit who shall ensure the delivery of public services in the division office. Accordingly, schools are expected to formulate their strategies and adopt the same work arrangement to ensure concerns from parents and other interested parties are addressed appropriately.
8. Immediate dissemination and strict compliance with this Memorandum is directed.

ZENIA G. MOSTOLES EDD CESO V
Schools Division Superintendent

AO/AS/20

dio/21-05-20



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Enclosure A

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OFFICE WORKWEEK PLAN

Division/Unit/: _____

To the Schools Division Superintendent

In compliance with the Guidelines for Alternative Work Arrangements and Support Mechanisms for Personnel in the Department of Education for the Duration of the State of Public Health Emergency, the (division/unit/school & district/cluster) is hereby submitting the workweek plan for **(period)**.

Name of Personne I	Position	Pre-existing Health Condition and / or disease (if applicable)	Days of Work Attendance and Time and Period					Remarks
			(Date)	(Date)	(Date)	(Date)	(Date)	
			Mon	Tue	Wed	Thu	Fri	

Submitted by:

Signature Over Printed Name
Position
Date

Approved:


Signature Over Printed Name
Position
Date

****To be submitted every end of the week (Friday)*



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	Republic of the Philippines Department of Education Region III- Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Bryg. Lourdes, City of San Fernando			Document Code: SDO-PAMP-QF-CID-00-IM-002
	2020 MONTHLY OPERATIONAL PLAN			Revision: 00 Effectivity Date: May 08, 2018 Name of Office: CID-IM

For the Month of _____ 2020

Date	School	Areas of Concern (Applicable KRAs)	Needs of Client (Activities per KRA)
	Leave it blank		

Prepared by: _____

Verified by: _____

Approved: _____

School Head/Principal _____



For Secondary – EPS
 For Elementary – PSDS



For Secondary – CHIEF CELIA LACANILALE
 For Elementary – ASDS Doc Nards

Enclosure B



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INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT

Name of Personnel: _____ Division/Unit: _____

Position: _____

Actual Days of Attendance to Work	Actual Time Log	Actual Accomplishment / Output
Monday, Date		
Tuesday, Date		
Wednesday, Date		
Thursday, Date		
Friday, Date		

Submitted By:

Signature Over Printed Name of Employee
Position
Date

Verified by:

Signature Over Printed Name of Supervisor
Position
Date

**** Digital copy of the MOVs should be attached.



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WEEKLY ACCOMPLISHMENT REPORT			Name of Office: CID-IM	

For (Period)

Date	School	Areas of Concern (Applicable KRAs)	Needs of Client (Activities per KRA)	Level/Type of Technical Assistance Provided	Form of Technical Assistance Provided	Remarks/ Findings (Status of Activities)	Recommended Policy (Agreements)
	Leave it blank			Leave it blank	(e.g. Video Call, Telecon, Phone Calls, Update Group Chats, Other Platforms)	(e.g. Completed, For Follow-up)	(e.g. Date of follow-up, what action)

Prepared by: _____

Verified by: _____

Approved: _____

School Head/Principal _____

For Secondary – EPS For Elementary – PSDS
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For Secondary – CHIEF CELIA LACANILALE For Elementary – ASDS Doc Nards
