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DEPED-SDO MEYCAUAYAN CITY
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Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

OFFICE MEMORANDUM No. 2021-001

SDO City of Meycauayan

To: Schools Division Office Officials and Employees

From: **The Officer-In-Charge**
Office of the Schools Division Superintendent

Subject: **ALTERNATIVE WORK ARRANGEMENT OF SDO PERSONNEL FOR JANUARY 1-31, 2021**

Date: January 2, 2021

1. Pursuant to the announcement of President Rodrigo R. Duterte that the Province of Bulacan is still classified under Modified General Community Quarantine (MGCQ) from January 1-31, 2021, the Schools Division of City of Meycauayan adheres to the Alternative Work Arrangement of the Civil Service Commission (Memorandum Circular No 10 s. 2020), the Department of Education (DepEd Order No. 011 s. 2020) and the IATF Guidelines on the Implementation of Community Quarantine in the Philippines.

2. IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines states that for areas under Modified General Community Quarantine (MGCQ):

“Work in all public and private offices may be allowed to resume physical reporting to work at full operating capacity, with alternative work arrangements for persons who are sixty (60) years old and above, those with immunodeficiency, comorbidity, or other health risks, and pregnant women”.

3. The following guidelines will be adopted by this Office effective January 4, 2021:

- a. Personnel who are 21 years old and below, 60 years old and above, pregnant women, and those with immunodeficiency, comorbidities or other health risks shall be under a Work From Home arrangement, except when their services are indispensable under circumstances or when office work is permitted as approved by the Schools Division Superintendent.
- b. Five-day physical reporting workweek and five-day work from home on a weekly shifting or rotation shall be implemented due to the limited





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- space of offices and to ensure strict adherence to social distancing measures.
- c. Unit Heads / Section Chiefs will identify the schedule of personnel per week to ensure continuous delivery of services of the Schools Division.
 - d. **All personnel on a work from home scheme are expected to make themselves available during working hours** and to maximize the time spent in the discharge of their duties and responsibilities.
4. The following precautionary measures shall be observed at all times by this Office to ensure the health safety of personnel and its clientele:
- a. “No face mask, no face shield, no entry” policy
 - b. Regular temperature scanning
 - c. Foot bath upon entry
 - d. Alcohol sanitation
 - e. UV disinfection of all incoming and outgoing documents
 - f. Implement sustained and maintained sanitized environment through disinfection of surroundings at least twice a week.
5. Strict compliance and immediate dissemination of this Memorandum is enjoined.

CAROLINA S. VIOLETA EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

