

Republic of the Philippines Department of Education REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division Superintendent

02 Dec 2020

DIVISION MEMORANDUM OSDS No. **191**, s. 2020

WORK ARRANGEMENTS FOR SCHOOLS DIVISION OFFICE PERSONNEL DURING THE IMPLEMENTATION OF THE MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ)

To: Schools Division Office Personnel Public Schools District Supervisors/Principals In-Charge District Administrative and Finance Personnel Nonteaching Personnel from Implementing Unit Schools All Others Concerned

1 The Civil Service Commission issued Resolution No. 2000912 entitled "Amendment to the Revised Interim Guidelines for Alternative Work Arrangements During the State of Public Health Emergency Due to COVID-19 Pandemic" amending items of CSC Resolution No. 2000540. This CSC Resolution authorizes agencies located in areas placed under GCO and MGCO to adopt a four-day workweek in combination with other alternative arrangement/s provided that the required 40-hour workweek is complied with, or other alternative work arrangement that is deemed appropriate/applicable the to agency mandate/functions.

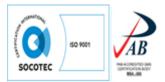
2. Anent this, the Schools Division Office shall adopt a **four-day physical reporting to the workplace and one-day work-from-home arrangement**. This work arrangement shall be observed by the Division Office Personnel including District Administrative and Finance Personnel starting **December 7, 2020**.

3. Personnel who are under WFH arrangement due to immunodeficiency, comorbidities or other health risks, illnesses and/or pre-existing medical conditions are reminded to report when there is a Division Memorandum issued requiring them to render services physically in the office or school.

4. Meanwhile, all teaching personnel are still enjoined to adopt a three-day physical reporting and two-day work-from-home arrangement. On the other hand, all school heads are required to report from Monday to Friday.



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5. Immediate dissemination of this memorandum is directed.

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Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent

Encl.: N o n e Reference: CSC Resolution No. 2000912

To be indicated in the <u>Perpetual Index</u> under the following subjects:

> EMPLOYEES WORK HOURS

POLICY

RJS/DM-work arrangements for SDO personnel during the implementation of MGCQ 0000/December 2, 2020



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