



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 GCQ and MGCQ 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 to the 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.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020




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5. Immediate dissemination of this memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: None
Reference: CSC Resolution No. 2000912

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES POLICY
WORK HOURS

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

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