

Department of Education region x - northern mindanao

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

January 13, 2022

DIVISION MEMORANDUM

No. 037, s. 2022

To : Assistant Schools Division Superintendent

Chief Education Supervisors, CID & SGOD

Education Program Supervisors

Public Schools District Supervisors/ District in-charge

Section Heads

All Division Office Personnel

All Elementary and Secondary School Heads

All Teaching & Non-Teaching Personnel

All Others Concerned

This Division

Subject: WORK, HEALTH AND SAFETY GUIDELINES IN DEPED

MISAMIS ORIENTAL DURING THE PLACEMENT OF MISAMIS ORIENTAL PROVINCE UNDER COVID ALERT

LEVEL 2 AND CAGAYAN DE ORO CITY UNDER COVID-19 ALERT LEVEL 3

- 1. In the imposition of COVID-19 Alert Level 2 of Misamis Oriental and COVID-19 Alert level 3 of Cagayan de Oro City from January 14, 2022 to January 31, 2022 as declared by President Rodrigo R. Duterte and as recommended by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, the following applicable measures shall be observed by the Division in ensuring the health and safety of its personnel while in continuous provision of **full operational services** and shall adhere to at least **60% on-site** workforce while applying work-from-home (3 days on-site and 2 days WFH) and flexible work arrangement, may **suspend the use of biometric** to avoid virus transmission. *Use of logbook for time-in-and time- out* by section/by grade level/ by building/ by group of 10 members or less, is required.
- 2. Employees assigned to work off-site shall be subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the Civil Service Commission(CSC). All employees who will avail Work-from-Home shall **submit accomplishment report** together with their form 48 or DTR at the end of the month and shall make themselves available during work hours that they are at home.



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Republic of the Philippines **Department of Education**

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF MISAMIS ORIENTAL

- 3. All employees are required to *render forty (40) work hours/ week*, based on Rule XVII, sec. 5, Omnibus Rules Implementing Book of EO 292.
- 4. Division, District and School Personnel are encouraged to avail COVID-19 vaccination (and if possible with booster) and being reminded to ensure that StaySafe.Ph and Higala QR Codes are used and maximized. All Personnel shall adhere at all times to existing health standards and safety protocols to prevent COVID-19 infection/ transmission.
- 5. Those who will be vaccinated are being advised to avail 3 days WFH after their vaccination.
- 5. This memorandum is in effect from January 14, 2022 onwards unless superseded by other issuance/s.
- 6. Immediate dissemination and strict compliance with this Memorandum is hereby enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V Schools Division Superintendent



JSDP -SGOD/CID/AO -rlg

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Annex 1 of Division Memo No. 037, s. 2022

ALTERNATIVE WORK ARRANGEMENT January 2022

(School/ District/Section for Div. Office)

Note: For Big Schools, department heads/learning area coordinators/ grade level coordinators shall help their principal in preparing the AWA of their respective departments/learning area/ grade level teachers.

No	Personnel	Days	Number of	Summary
		Onsite	Days	on how many
			(Onsite weekly)	
				will be onsite
				(According to
				Days)
1	MARISSA FAY S. JADAP	Mon , Tue, Wed	3	Monday:
				Tuesday:
				Wednesday:
				Thursday:
				Friday:

Prepared by:	
Prin	cipal/ PSDS/DIC/ Division Chief/ Section Head
Recommending App	roval:
	PSDS/DIC/ ASDS
Approved:	JONATHAN'S DELA PENA PAD CESO V

Schools Division Superintendent



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