



Republic of the Philippines
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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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



