



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

January 27, 2022

DIVISION MEMORANDUM

No. 071, 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 : **REITERATION ON DIVISION MEMO 37, S. 2022
RE: WORK, HEALTH AND SAFETY GUIDELINES IN DEPED
MISAMIS ORIENTAL DURING THE PLACEMENT OF
MISAMIS ORIENTAL PROVINCE AND
CAGAYAN DE ORO CITY
UNDER COVID-19 ALERT LEVEL 3**

1. In the imposition of COVID-19 Alert Level 3 of Misamis Oriental and 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 and based on the information and data regarding the surged of the COVID 19 cases in Cagayan de Oro and neighboring municipalities, this Office announces the extension of the implementation of the Division Memo 37, s. 2022 re: *Work, Health And Safety Guidelines In DepEd Misamis Oriental During The Placement Of Misamis Oriental And Cagayan De Oro Under Covid -19 Alert Level 3.*

2. In addition with the provisions in Division Memo 37, s. 2022, Public Schools District Supervisors/ District In-charge, School Heads, Division Chiefs, Section Heads and all immediate supervisors *should monitor* the attendance, the on time submission of Daily Time Record with accomplishment reports of all staff/ personnel under their supervision.

3. Furthermore, immediate supervisors should ensure that employees having work-from-home are performing their assigned tasks to ensure the forty



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(40) hours work per week and for the full operational services rendered to the agency.

4. Due to exigency of service or should there be an instance or situation that the *personnel need to report onsite* for the reason that they cannot perform the tasks at home, even they have the work-from-home schedule, it is proper and appropriate that the immediate supervisor *shall recommend for approval* of the Schools Division Superintendent for emergency change/s of schedule of the personnel to *report onsite* with emphasis that the *employees' service onsite* is indispensable.

5. Provisions of Division Memorandum No. 37, s. 2022 remain in effect unless superseded by other issuance/s.

5. 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: _____ s. _____

ALTERNATIVE WORK ARRANGEMENT
September 1-30,2021

(School/ District/Section for Div. Office)

Note: For Big Secondary Schools , department heads shall help their principal in preparing the AWA of their respective departments/ teachers.

No	Personnel	Days Onsite	Number of Days (Onsite weekly)	Summary on how many employees who will be onsite (According to Days)
1	MARISSA FAY S. JADAP	Mon & Wed	2	Monday:
				Tuesday:
				Wednesday:
				Thursday:
				Friday:

Prepared by:

Principal/ PSDS/DIC/ Division Chief/ Section Head

Recommending Approval:

PSDS/DIC/ ASDS

Approved:

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



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Annex 2 of Division Memo No: _____ s. _____

**CHANGE/S OF ALTERNATIVE WORK ARRANGEMENT
DUE TO EXIGENCY OF SERVICE**

NAME OF EMPLOYEE	ORIGINAL AWA	NEW AWA	SPECIFIC REASON/S or Specific Tasks to be performed onsite

Prepared by:

AO/ ADAS/ ADA

Recommending Approval:

Immediate Supervisor/ Div. chief/ PSDS/ Section Head/ School Head

Approved :

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



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