



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

Office of the Schools Division Superintendent

February 28, 2022

DIVISION MEMORANDUM

No. 131 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 UNDER COVID-19 ALERT LEVEL 2
AND CAGAYAN DE ORO UNDER COVID-19 ALERT LEVEL 1**

1. In the imposition of COVID-19 Alert Level 1 of Cagayan de Oro City and COVID -19 Alert Level 2 for Province of Misamis Oriental 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 80% (4 days) on-site while applying one day **work-from-home and flexible work arrangement** and preferred schedule of the employees (based on CSC-MC #10, S. 2020).

2. Employees who will be availing Work-from-Home shall submit accomplishment report and shall make themselves available during work hours that they are at home.

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 and required to use **logbook** for *time-in and time - out*.

4. Division Chiefs, Public Schools District Supervisors/ District In-charge, School Heads, Section Heads and all immediate supervisors should monitor the



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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

attendance, the on time submission of Daily Time Record with accomplishment reports of all staff/ personnel under their supervision.

5. 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 changes of schedule of the personnel to report onsite with emphasis that the employees' service onsite is indispensable.

6. 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.

7. This memorandum is in effect from March 1, 2022 onwards unless superseded by other issuance/s.

8. 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



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph