



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

Office of the Schools Division Superintendent

October 29, 2023

**DIVISION MEMORANDUM**

NO. 658, s. 2023

**WORK FROM HOME ARRANGEMENT ON OCTOBER 31, 2023**

To: Chief Education Supervisors, SGOD and CID  
Section Heads  
Public Schools District Supervisors and Districts-In-Charge  
Public Elementary/Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

1. Pursuant to Memorandum Circular No. 38, issued by the Office of the President of the Philippines dated October 27, 2023, this office directs all non-teaching personnel of this division to implement a work from home arrangement on October 31, 2023.
2. It is reiterated that schools shall shift to blended learning modalities (i.e. modular, asynchronous) on October 31 and November 3, 2023, and that teaching personnel are not required to physically report to their respective schools, as per Memorandum OASOPS-2023-221 dated October 27, 2023.
3. To ensure that personnel are assigned tasks on the above-mentioned dates, all employees are required to submit their accomplishment reports as attachments to their Daily Time Record.
4. Attached is DM-OUHROD-2023-1722 for information and guidance.
5. Wide dissemination of and compliance with this memorandum is enjoined.

For the Schools Division Superintendent

**ERLINDA G. DAEL, PHD, CESE**

SOIC-Assistant Schools Division Superintendent

OSDS/ELO/egd/jlsr



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](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2023-1722**

TO : Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

FROM :   
**Atty. MICHAEL WESLEY T. POA**  
*Undersecretary and Chief of Staff*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource*  
*and Organizational Development*

SUBJECT : **WORK FROM HOME ARRANGEMENT ON 31 OCTOBER 2023**

DATE : 28 October 2023

To give all DepEd officials and employees the full opportunity to properly observe All Saint's Day on November 1, 2023, pursuant to Memorandum Circular No. 38 issued by the Office of the President dated 27 October 2023, all DepEd offices (non-teaching personnel) shall implement work from home arrangement on **October 31, 2023**. The heads of office shall ensure that said personnel are given task/s to be performed on said date and accomplishment/s shall be reflected/submitted as attachments to their daily time record (DTR).

However, those offices/units whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their usual operations and render the necessary services in person.

It is reiterated that schools shall shift to various blended learning modalities (i.e. modular distance, asynchronous) on October 31 and November 3, 2023, and that all teaching personnel are not required to physically report to their respective schools, as provided under Memorandum dated 28 September 2023 issued by the undersigned and Memorandum OASOPS-2023-221 dated October 27, 2023.

**Please be guided accordingly.**