



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

**SDO CSJDM
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SCHOOLS DIVISION MEMORANDUM
No. 130, s. 2020

**POLICY GUIDELINES ON WORK SCHEDULE FOR TEACHING AND
NON-TEACHING PERSONNEL UNDER THE GENERAL COMMUNITY QUARANTINE (GCQ)**

To: SDO Personnel
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Per Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases Resolution No. 40, Series of 2020, dated 27 May 2020, Bulacan belongs to moderate-risk provinces and is placed under General Community Quarantine (GCQ) until June 15, 2020.
2. The operation of the Schools Division Office (SDO) and schools shall be guided by the amended Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued by IATF during the 39th IATF Meeting held on 22 May 2020 to harmonize and codify existing policies of IATF and member-agencies pertaining to community quarantine. For emphasis, some guidelines are hereto restated:
 - a. *General Community Quarantine refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.*
 - b. *Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides in the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstances for obtaining essential goods and services or for work in permitted industries and offices.*
 - c. *Work in all government offices may be at full operational capacity or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC). Provided that for offices requiring employees to report physically, commissioned shuttle services as well as point-to-point transport services may be provided.*
 - d. *Gatherings that are for the provision of critical government services and authorized humanitarian activities while adhering to the prescribed minimum health standards shall be allowed.*



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3. Alternative Work Arrangement (AWA) shall still be adopted pursuant to CSC MC No. 10 entitled "Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic."
4. Joint Memorandum Circular No.1, s. 2020 of CSC, DOH, and DOLE Section 5.d states that:
"Agency Heads shall allow and adopt flexible working hours or arranged working hours while maintaining the required total number of work hours per day or week except for health care facilities and offices involved in emergency services, law enforcement and similar duties, which may adopt the four-day work week scheme, if applicable."
5. In DepEd Order No. 007, s. 2020, Section V.13 states that:
"Teachers shall start rendering service on June 1, 2020, upon completion of summer vacation on May 31, 2020. They will attend orientation and training activities on the utilization of the distance learning delivery modalities, prepare instructional materials, and plan the organization of classes in consideration of the learning delivery modalities to be employed."
6. DepEd Memorandum No. 54, s. 2020 entitled "Reiteration of Advisory on Work Arrangements in the Department of Education in Light of Recent Developments in the COVID-19 Situation" maintains the status quo on work arrangements per DepEd Memorandum No. 43, s. 2020.
7. In connection, the following shall be observed for the Schools Division Office personnel:
 - a. AWA shall still be adopted - work-from-home (WFH) or skeleton workforce.
 - b. SDO personnel who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women shall be on WFH arrangement.
 - c. The Chief Education Supervisors and Heads of Services shall provide the personnel who are on WFH arrangement under their jurisdiction copy of the tasks to be performed. A system to check and register the attendance of the personnel on a WFH arrangement shall be devised.
 - d. Submission of individual workweek plan and weekly accomplishment report shall be in accordance with SDM 99, s. 2020 dated 20 March 2020. Tangible accomplishments that need further action shall be fetched from those on WFH arrangement. The Chief Education Supervisors and Heads of Services may coordinate with AOV Ma. Jima T. Cadiz for the schedule.
 - e. SDO personnel under WFH arrangement shall make themselves available during the work hours that they are at home.
 - f. Those who shall report to the SDO must register in the logbook and biometric machine, following health protocols. Also, the Chief Education Supervisors and Heads of Services shall coordinate with AOV Ma. Jima T. Cadiz regarding the schedule and availability of service vehicles for those with no private vehicles.



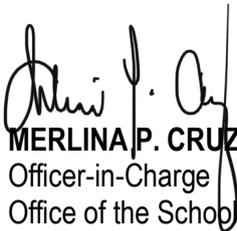
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8. The following shall be observed at the school level:
 - a. **All teachers shall WFH from June 1 to 5, 2020.**
 - b. The school head shall devise a system to check and record the attendance of the teachers and non-teaching personnel. Monthly attendance report shall be submitted to the SDO according to the schedule stated in SDM No. 273, s. 2019.
 - c. Submission of individual workweek plan and weekly accomplishment report shall be in accordance with SDM 99, s. 2020 dated 20 March 2020. In addition to said Memorandum, individual workweek plans of school-based non-teaching personnel and teachers shall be submitted to schoolheads for approval every Friday. The weekly accomplishment reports of teachers and non-teaching personnel shall be consolidated by the schoolhead and shall be included in the weekly accomplishment report submitted to PSDSs every Monday.
9. Health precautions and physical distancing measures must be observed at all times not only in the workplace but also during travel/transportation, and at home and private space. Wearing of masks is strictly advised following the guidelines of the IATF to minimize the spread of COVID-19.
10. Immediate and wide dissemination of this Memorandum is highly encouraged.


MERLINA P. CRUZ, PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

***“Malasakit. Bayanihan. San Joseño.
We heal as one. We rise as one!”***

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