



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

March 13, 2020

DIVISION MEMORANDUM
No. 138 s, 2020

ALTERNATIVE WORK ASSIGNMENTS AND SUPPORT MECHANISM

TO : ASDS, Chief CID & SGOD & EPS
: PSDSs and All School Heads
: Non-Teaching Personnel
: All Other Concerns

1. In compliance to CSC Memorandum Circular No. 07, s. 2020, Alternative Work Arrangements and Support Mechanism for Workers shall be implemented in the DepEd Bohol Division for the duration of Public Health Emergency pursuant to proclamation No. 922, issued by the Pres. Rodrigo Roa Duterte.

2. The following guidelines and/or procedures shall be observed in implementing the Four-Day Workweek:

- a. Section heads shall arrange the schedule of the non-teaching personnel in their respective section to ensure smooth operation of the office and services to clients will be maximally provided.
- b. There are 5 options to consider using the format below:

Name of Section: _____

Alternative Workweek	
7:00-11:00; 12:00-6:00	8:00-12:00 ;1:00-7:00
Monday to Thursday	Tuesday to Friday
1.	1.
2.	2.
Monday; Wednesday-Friday	Monday-Tuesday; Thursday-Friday
1.	1.
2.	2.
Monday-Wednesday; Friday	
1.	
2.	



- c. The options schedule shall have official time either **7:00 AM to 6:00 PM, or 8:00 AM to 7:00 PM** with one-hour noon break between 11:00 AM – 12:00 NN or 12:00 NN to 1:00PM.
 - d. Section head shall ensure that his automatic OIC shall not have the same schedule with him/her.
 - e. ASDS, Division Chief, Admin. Officer, Budget Officer, Accountant & Health Personnel, and all other official without deputy/alternate are excluded from the 4-day workweek.
 - f. School-based personnel shall avail of the 4-day workweek particularly to those with health problem provided he/she secure a medical certification from Dra. Ma Aurora Lumaaad, Medical Officer III and workweek schedule are subject for the arrangement between the school head and non-teaching personnel to ensure that partners and stakeholders in school level shall be accommodated.
 - g. Alternative work arrangement (4-day workweek) is deemed lifted once the declaration on Public Health Emergency shall be lifted.
 - h. In view thereof, Section Heads shall submit the alternative work arrangement schedules to the Administrative Section on Monday, March 16, 2020.
3. This memorandum shall take effect on March 16, 2020.
 4. Immediate and wide dissemination of this Memorandum is desired.


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Schools Division Superintendent

