



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 954 s, 2021

October 29, 2021

**REITERATION OF ALTERNATIVE WORK ARRANGEMENT (AWA)
IN THE SCHOOLS DIVISION OF BOHOL DURING MECQ
AND IATF ALERT LEVEL 2**

TO : Assistant Schools Division Superintendents
: Chief SGOD, OIC-Chief CID and Sections/Units Heads
: Education Program Supervisors
: PSDSs and OIC PSDSs
: Elementary and Secondary School Heads
: Teaching and Non-Teaching Personnel
: All Other Concerns

1. Pursuant to IATF Resolution No. 146, dated October 28, 2021 declaring Bohol Province under Alert Level 2, this office announces the Revised Alternative Work Arrangement in all levels of governance with the safety and protection of the employees as its utmost priority while ensuring uninterrupted delivery of public service. The Office shall adopt and implement the following Alternative Work Arrangements:

1.a. Adoption of 4-day workweek and 1-day work-from-home arrangement to complete the 40-hour workweek delivery.

1.b. Employees who are 60 years old and above, as well as those 60 y.o. below with health risk conditions and pregnant women shall be under work-from-home arrangement as may be allowed based on the task provided under 3.1.d of the CSC MC No. 18, s. 2020 or might be on call anytime in the exigency of the service.

1.c. Employees who are noted having difficulty accomplishing deliverables while on WFH mode shall be required by the immediate Head to physically report to office.

2. Each Head of School/Section/Unit shall prepare the schedule of employees within their respective area of jurisdiction to be approved by the PSDS, OIC PSDS and Section Head. The approved copy shall be submitted to the Administrative Office every last week of the month per district for consolidation and reporting to oversight agencies (Enclosure No. 1).

3. The employees who opt to work from home must strictly adhere to the following work-related guidelines:

4.a. All WFH employees must time-in and time-out using the prescribed online application which must be closely monitored by the Section/Unit/School Head.

4.b. Be actively onboard within the prescribed office hours, thus immediate answer to any query from top management, immediate superior or peers is expected. Failure to respond to phone calls, queries, and text messages for two (2) hours will be considered half-day absence from work on that particular day.

4.c. Employees must stay home during WFH (defined as the residence where you stay when you are physically reporting) to ensure active work engagement. If employees need to do quick or emergency errands, all are advised to closely monitor their communication lines to avoid delay of work deliverables.

4.d. Individual Work Week Accomplishment Report must be prepared and submitted promptly and accurately to the immediate superior through digital platforms. (Enclosure No. 2).

4.e. Those who work from home must maintain utmost professionalism and observe appropriate work ethics.

4. For clarification and further details, please refer to DO # 11, s. 2020 entitled: Revised Guidelines on the Alternative Work Arrangement in the Department of Education During the Period of State of National Emergency due to COVID-19 Pandemic”.

5. This Memorandum shall take effect starting the month of November, 2021.

6. Immediate and wide dissemination of this Memorandum is desired.


BIANITO A. DAGATAN EdD., CESO V
Schools Division Superintendent



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Enclosure No. 1 (Sample Format)

NOTE: This report shall be submitted to Administrative Office every last week of the month.

OFFICE/SCHOOL/CLC WORKWEEK PLAN

To the Personnel Division/Section/Unit: _____

In compliance with the DepEd Order No. 011, s. 2020, the **(Name of Office)** is hereby submitting the workweek plan for the period: _____.

Name of Personnel/ Position	Pre-existing Health Condition and/or disease	Alternative Work Arrangement*, Time and Period					Target Deliverables for the Week	Signature
		Mon	Tue	Wed	Thu	Fri		
Ex. Juan del Mundo PDO III	None	<i>Skeleton WF 8AM-5PM</i>	<i>Skeleton WF 8AM-5PM</i>	<i>Skeleton WF 8AM-5PM</i>	<i>WFH 8AM-5PM</i>	<i>Skeleton WF 8AM-5PM</i>	1. Submit to Acctg. Division Pending TEVs 2. Receive incoming documents 3. Submit report on xxxxxx 4. Release documents to various offices 5. Draft Memo re: xxxxxxx	

Submitted by: _____

Approved by: _____

(Name & Signature of Head of Functional/School or Office)

Date: _____

(Name & Signature of PSDS/OIC PSDS)

Date: _____

Enclosure No. 2 (Sample Format)

(Note: This report is up to the immediate superior only)

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of **Personnel**: Juan del Mundo

School/Office: _____

Date/s Covered: _____

Alternative Work Arrangement <i>(*Indicate if 2-week shift)</i>	Date and Actual Time logs	Actual Accomplishments
<i>Skeleton Workforce</i>	<i>5/16/2021 Time-in: 7:30AM Time out: 5:00 PM</i>	<i>Process Liquidation Report for Workshop AA Submit to Acctg. Division Pending TEVs Receive incoming documents</i>
<i>Skeleton Workforce</i>	<i>5/17/2021 Time-in: 7:00AM Time out: 6:00 PM</i>	<i>Facilitate meeting with Office AA via MS Teams Submit report on xxxxxx</i>
<i>Skeleton Workforce</i>	<i>5/18/2021 Time-in: 7:50AM Time out: 5:00 PM</i>	<i>Receive incoming documents</i>
<i>Work-from-Home</i>	<i>5/19/2021 Time-in: 7:30AM Time out: 7:00 PM</i>	<i>Draft Memo re: xxxxxx</i>
<i>Skeleton Workforce</i>	<i>5/20/2021 Time-in: 8:00AM Time out: 5:00 PM</i>	<i>Submit report on xxxxxx</i>

Submitted by: _____

Approved by: _____

(Name & Signature of Personnel)

Date: _____

(Name & Signature of Head of Office/School Head)

Date: _____