

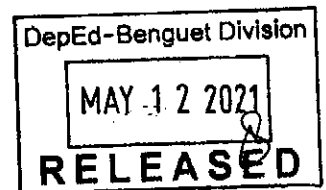


Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

May 11, 2021

**DIVISION MEMORANDUM**

No. 103 s. 2021



**TO: Chief Education Supervisor, CID and SGOD  
Public Schools District Supervisor, Coordinating Principals  
Public Elementary and Secondary School Heads  
All Others Concerned**

**REITERATION OF ALTERNATIVE WORK ARRANGEMENT AND  
POSTPONEMENT OF SCHEDULED FACE-TO-FACE ACTIVITIES  
DURING THE MECQ IN BENGUET DIVISION**

1. Pursuant to IATF Resolution No. 114-C dated May 09, 2021 placing the Province of Benguet under Modified Enhanced Community Quarantine starting May 10, 2021 to May 23, 2021, this memorandum is being issued for the information and guidance of DepEd officials, personnel and staff of Benguet Division in support to the implementation of Executive Order No. 2021-009 issued by Governor Dr. Melchor Diclas on May 11, 2021.
2. With the aim to prevent or reduce COVID 19 workplace transmission, the fifty percent (50%) on-site capacity in the workplace shall be maintained as stated under DO 11, s. 2020 or the Revised Guidelines on AWA in DepEd during the Period of State of National Emergency due to COVID 19 Pandemic. ***Indicative of the workforce level under ECQ and MECQ, DepEd shall operate with skeleton workforce to provide for essential services while the rest of the personnel shall be under Work-From-Home arrangement especially for employees with immunodeficiency, comorbidity, or other health risks, including the pregnant and PWDs.*** This was further reiterated under DM No. 104, s.2021 or the Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in Benguet Division. Utmost consideration shall be given for personnel who encounter difficulty of reporting due to the imposition of curfew and other regulatory limitations on travel and/or access to transportation options.
3. In line with this, ***all SDO personnel are advised to submit to the Office of SDS their AWA schedule per Division/Unit, and as for schools, it shall be prepared by the school head, noted by PSDS/DCP and copy furnished to the Division Administrative Section.***

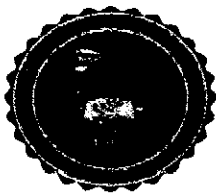


Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet



4. All face-to-face activities scheduled within the duration of MECQ such as meetings, trainings, and home visitations shall be postponed. However, online transactions shall continue as specified under SDO Memo No. 133, s.2021. Likewise, distribution of SLMs shall continue wherein assistance from LGU and PNP may be solicited as stated in the existing MOA of DepEd Benguet with both agencies.
5. To ensure safe return to work, precautionary measures shall be implemented in schools and offices. This include regular disinfection activities to ensure a safe and healthy work environment. Routine health status check shall also be conducted to ensure monitoring and prompt management of employees exhibiting symptoms COVID 19.
6. Minimum public health standards shall be complied at all times while performing all necessary tasks for the continued delivery of DepEd essential services and priority programs. All other guidelines under MECQ found in the IATF Omnibus Guidelines on the implementation of community quarantine (with Amendments as of May 06, 2021) shall also be observed.
7. Immediate and wide dissemination of this Memorandum are directed.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

