



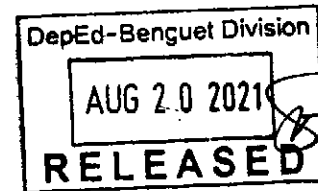
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

August 19, 2021

DIVISION MEMORANDUM

No. *328, s. 2021*

To: ASDS/Chiefs of Division
PSDS/Coordinating Principals/School Heads
Elementary & Secondary
Teaching & Non-Teaching



**REITERATING REGIONAL OFFICE MEMORANDUM No. 139. 2021,
RE: IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT**

1. As a precaution for the threat brought about by the Covid-19 Delta Variant and other emerging variants of the virus in Cordillera Administrative Region, the Office shall adopt and implement the following Alternative Work Arrangements:
 - a. Employees who are 59 years old and below may adopt a 1-day WFH and 4-day reporting to the office to complete the 40-hour workweek;
 - b. Those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, shall be under work-from-home arrangement, except when their services are indispensable under circumstances or when office work is permitted. (Sec. 3.1.c, CSC MC 18, s. 2020);
 - c. Four-day (compressed) Workweek- rendition of 10-hour workhours (excluding 1 hour lunchbreaks) daily from 7:00 AM to 6:30 PM for four days to complete the 40-hour workweek.
2. Each School Head shall prepare the schedule of employees within their School for reporting to Office and Work-from-Home arrangement to be approved by the Schools Division Superintendent. The approved copy should be submitted to the Administrative Unit for consolidation and reporting to oversight agencies.
3. In preparing the schedule for the AWA, School Heads should observe the following:
 - a. The School shall be manned daily during the workweek but at the same time observing physical distancing and health protocols among employees;
 - b. School Heads should assign WFH task to employees considering the allowed task for WFH specified under Section 3.3.1.d of CSC MC 18, s. 2020.



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4. Employees who will be on WFH should comply with the following:
 - a. Submission to the Office of OIC-Assistant Schools Division Superintendent of Workweek Plan for the succeeding week every Fridays and submission of detailed accomplishment report for the WFH for the preceding week every Mondays;
 - a.1 When No Workweek plan is submitted for the succeeding week, the employee is expected to report to Office for that week;
 - a.2 No accomplishment report submitted means non-attendance to Office works, hence, the employee is deemed absent and should file for leave of absence. Otherwise, it shall be deducted from the employee's salary thru the payroll services.
 - a.3 Accomplishments of employees should be verified and validated by the School Heads before forwarding to the Office of the ASDS. Plans and accomplishments of the PSDS/Coordinating Principals shall be validated by the ASDS.
 - b. Employees schedule on WFH but those whose service are needed on-site should report to the Office concerned.
 - c. Those on WFH are expected to be performing their work during office hours as declared in the workplan and must be available to respond to queries of clients/ supervisors/teammates.
5. Enclosures 1 & 2 for Workweek Plan and Accomplishment Report templates are provided for reference and use of employees.
6. This memorandum shall take effect immediately.
7. Please be guided accordingly.


GLORIA B. BUYA-AO
Schools Division Superintendent



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**INDIVIDUAL WORKWEEK PLAN
For Work-From-Home Arrangement**

Name of Employee: _____

Division/Section/Unit: _____

Date/s Covered: _____

Date and Time	Activity/Tasks	Man-hours (To complete hours/day)
<i>Example: 08/16/2021 Time-in: 8:00 Am Time-out: 5:00 Pm</i>	<i>Participate in the CO webinar on Intensive Training on Mathematical Investigation.....</i>	<i>3 hours</i>
	<i>Quality Assure SLMs forwarded by the Schools</i>	<i>5 hours</i>
<i>08/20/21 Time-in: 8:00 Am Time-out: 5:00 Pm</i>		

Prepared by:

Recommending Appro

(Signature of personnel)

(Chief/OIC of Division

Date:

Date:

Approved:

GLORIA B. BUYA-AO

Schools Division Superintendent

Date:

**INDIVIDUALLY DAILY LOG AND ACCOMPLISHMENT REPORT
During Work-from-Home**

Name of Employee: _____
 Division/Section/Unit: _____
 Date/s Covered: _____

Date and Time	Activity/Tasks	Man-hours (To complete 8 hours/day)	Target Deliverables
<i>Example:</i> 08/16/2021 Time-in/out: 8:00 Am-12:00 Noon Time-in/out: 1:00 Pm-5:30 Pm	Participate in the CO webinar on Intensive Training on Mathematical Investigation.....	4 hours	
	Quality Assure SLMs forwarded by the Schools	5 hours	Quality assured 4 SLMs in science for Grade 4 and 1 SLM for Grade 7
08/20/21 Time-in/out: 8:00 Am-12:00 Noon Time-in/out: 1:00 Pm-6:00 Pm			

Prepared by:

Recommending Approval:

(Signature of personnel)

(Chief/OIC of Division/Unit)

Date:

Date:

Approved:

GLORIA B. BUYA-AO

Schools Division Superintendent

Date: