

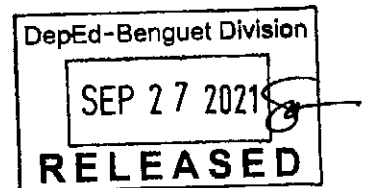


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

September 27, 2021

DIVISION MEMORANDUM
NO. 381 s. 2021

To: All Chief Education Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned



**WORK ARRANGEMENTS FOR PERSONNEL in SCHOOLS and COMMUNITY
LEARNING CENTERS IN THE SCHOOLS DIVISION OF BENGUET**

1. Pursuant to DepEd Order No. 011, s. 2020 or the Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic; CSC MC No. 18, s. 2020; and in the light of priorities anchored on the operationalization of the Basic Education - Learning Continuity Plan for the SY 2021 - 2022, the Schools Division Office requests for the adherence of School personnel to the herein reiterated alternative work arrangements in strict compliance with heightened health protocols while implementing essential services, processes, and programs in schools and community learning centers.
2. This guideline provides further clarification to School/CLC personnel as regards specific provisions of Division Memorandum No. 328, s. 2021.
3. Effective this date, September 27, 2021, the adoption of appropriate alternative work arrangements shall be allowed, subject to strict observance of COVID-19 health and safety precautions. As stated in paragraph 16, page 7, the work arrangement may be any or a combination of the following as adapted from the CSC MC No. 18, s. 2020:
 - a. Work-From-Home (WFH) - refers to output-oriented work arrangement that authorizes the personnel to produce outputs/results and accomplishments outside of the office or school/CLC. Please refer to DO 11, par. 16.a.iv, page 8 as basis for the authorization of WFH arrangement for DepEd personnel.
 - b. Skeleton Workforce (SWF) - refers to the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic functions. In determining the



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composition of the skeleton workforce, heads of offices and school/CLC heads shall be guided by the parameters stated in DO 11, page 9.

- c. *Other Alternative Work Arrangements* – refers to work arrangements that are applicable/appropriate to DepEd’s functions as well as the place of work other than the above-enumerated arrangements. The following alternative work arrangements may be adopted for the Schools Division of Benguet:
- Five-Day Physically Reporting Workweek on Two-week Shifting or Rotation
 - Four-Day Physically Reporting Workweek and One-Day WFH on Weekly Shifting or Rotation of Work
 - Three days Physically Reporting and two days WFH to complete the 40-hour workweek;
 - Except for the Compressed Work Schedule, other alternative work arrangements are allowed depending on the school community COVID-19 situation.
4. While school personnel may be allowed to physically report to school following agreed-upon work arrangements guided by those stated above, **Safe Return to Work** measures shall be ensured by the School/CLC Heads at all times. To reiterate paragraph 17 (DO 11), the following shall be observed:
- a. Disinfection or decontamination of its buildings, facilities, and school vehicles.
 - b. Disinfection should be part of the regular maintenance and upkeep of the school/CLC.
 - c. Conduct of regular health status check of school personnel to ensure that no one is exhibiting any of the symptoms of COVID-19 disease.
 - d. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the school/CLC.
5. School/CLC heads shall conduct meetings utilizing videoconferencing/teleconferencing technologies, whenever applicable, minimizing face-to-face interaction among personnel, and adhering to IATF and DOH restrictions on mass gatherings.
6. Moreover, School/CLC heads shall implement health/psychosocial support interventions to personnel like health and wellness sessions, stress debriefing, among others.



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7. To contextualize paragraph 10 of DO 11, the following work priorities shall be observed by schools and CLCs while on an alternative work arrangement:
- Participation in orientation, training, and capacity building activities in managing multi-modal learning delivery options;
 - Preparation of instructional materials, Self-learning modules, Learning Activity Sheets, LMS Courses;
 - Conduct of remote classes consistent with distance learning delivery modalities to be employed;
 - Assisting parents on effective facilitation of home-based learning;
 - Assisting learners on distance learning;
 - Gathering and analysis of data on the specific contexts of their learners (access to technological gadgets, capacity of learners for independent learning, etc.);
 - Preparation for the initial activities of RPMS for SY 2021 – 2022 aligned with the required activities relative to distance teaching-learning modalities;
 - Compliance with required health standards;
 - Reportorial requirements;
 - Other relevant tasks to ensure continuity of learning and essential services despite this pandemic; and
 - Other directives that may be assigned by the Regional Office and Schools Division Office.
8. Contextualized provisions in DO 11, s. 2020 are hereby highlighted, thus:
- Heads of schools, in consultation with all teaching and non-teaching personnel, shall set the School/CLC **Workweek Plan** considering the type of alternative work arrangements adopted. The plan, to be prepared in two copies, shall indicate the consolidated individual personnel's targeted deliverables and schedule based on the alternative work arrangement adopted by the school/CLC, approved by the Schools Division Superintendent. **(See Enclosure 1 for the format)**
 - Upon approval by the SDS of the Plan, the OSDS shall provide one signed copy to the School Head through their PSDS and the other signed copy to the Personnel Division or Unit.
 - Workweek Plans shall be prepared prior to the implementation week and shall be submitted every Friday prior to the implementation week. It may be submitted online through email address: benguet@deped.gov.ph
 - At the end of every work week, each teaching and non-teaching personnel, including the School Head, shall be required to prepare an **Individual Daily Log and Accomplishment Report (IDLAR)**, indicating the accomplishment of agreed upon target and outputs as reflected in the School/CLC Workweek Plan. **(See Enclosure 2 for the IDLAR format)**



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- e. IDLARs for School Heads shall be submitted to the SDO every Monday, after the implementation week. Submission may be done online via the email address stated in paragraph 8.c.
 - f. IDLARs for School Heads shall be approved by the Schools Division Superintendent while IDLARs for teaching and non-teaching staff of schools and CLCs shall be approved by the School Head.
 - g. The IDLARs for school teaching and non-teaching personnel need not be submitted at the SDO. However, School Heads are accountable in ensuring that their teaching and non-teaching personnel are rendering the required 40 hours per workweek. Moreover, School Heads must ensure that outputs of their personnel are consistent with the approved targets in the workweek plans.
 - h. The workweek plan and individual personnel's accomplished outputs shall be the basis of the weekly performance monitoring and assessment by the heads of the functional office of School/CLC or immediate supervisor/raters.
 - i. Non submission of Accomplishment Reports means non-attendance to expected tasks while on WFH; hence, the teaching or non-teaching staff is deemed absent and should file for leave of absence. Otherwise, salary deduction shall be implemented.
 - j. School personnel on WFH schedule, but whose services are needed on-site shall report to school.
 - k. School personnel on WFH are expected to perform their tasks on Office hours as declared in the Workweek Plan and must be available to respond to queries of clients.
9. Templates for Workweek Plan and IDLAR attached in Enclosures 1 and 2 of this DM shall be the new and final template formats to be followed by school and CLC personnel.
10. All other provisions of DO 11, s. 2020 relative to work arrangements and considerations for School/CLC personnel are reiterated.
11. Immediate dissemination of and strict compliance with this Memorandum is enjoined.

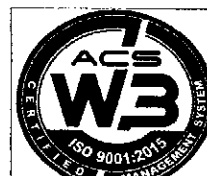
GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/GBB/cfm/schoolawa



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Enclosure No. 1

SCHOOL/CLC WORKWEEK PLAN

To the Personnel Division/Section/Unit:

In compliance with SDO Memorandum No. _____, s. 2021, the **(SCHOOL/CLC)** of **(District)** is hereby submitting the workweek plan for the period: **September 27 to October 1, 2021.**

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. Tina Luna, Teacher III	None	Skeleton WF	WFH	Skeleton WF	WFH	Skeleton WF	1. Review Grade 4 LMS Courses for English, Math, Filipino 2. Check online submissions of learners' outputs through LMS 3. Conduct LMS synchronous classes for English and Math on M, W, F and Filipino on Tuesdays and Thursdays 4. Attend to chat messages of learners and parents	
		7:30 AM -4:30 PM	8AM-5PM	7:30 AM - 4:30 PM	8AM-5PM	7:30 AM -4:30 PM		



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							5. Conduct end-of-the week consultations with parents and learners	
							6. Prepare WHLP for the following week	

Prepared and Submitted by: (Name and Signature of School Head)
Date: _____

Reviewed: (PSDS)
Date: _____

Recommending Approval: (OIC-ASDS)

APPROVED: (SDS)



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Enclosure No. 2

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel: Tina Luna

Position/Designation: Teacher III

School: _____

District: _____

Date/s Covered: (September 27 to October 1)

Alternative Work Arrangement <i>(*Indicate if 2-week shift)</i>	Date and Actual Time logs	Actual Accomplishments
<i>Skeleton Workforce</i>	9/27/2021 Time-in: 7:30AM Time out: 4:38 PM	<i>*Conducted synchronous class for English 4 from 8:00 to 9:00 AM *Assisted 10 grade 4 learners in English from 9:30 to 11:30 noon *Conducted synchronous class for Math 4 from 1:00 to 2:00 PM *Provided individual learning assistance in Math to 5 learners from 2:00 to 4:00 PM *Reviewed lesson content in Filipino for the next day's class from 4:00 to 4:25 PM</i>
<i>Work-from-Home</i>	9/28/2021 Time-in: 7:00AM	



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	<i>Time out: 6:00 PM</i>	
<i>Skeleton Workforce</i>	<i>9/29/2021</i> <i>Time-in: 7:20AM</i> <i>Time out: 5:00 PM</i>	
<i>Work-from-Home</i>	<i>9/30/2021</i> <i>Time-in: 7:30AM</i> <i>Time out: 7:00 PM</i>	
<i>Skeleton Workforce</i>	<i>10/01/2021</i> <i>Time-in: 7:20AM</i> <i>Time out: 5:00 PM</i>	

Prepared and Submitted by:

APPROVED:

(Name & Signature of Teaching/Non-teaching Personnel)

(Name & Signature of School Head)

Date: _____

Date: _____



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