

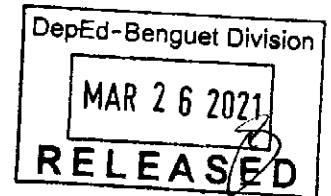


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

March 25, 2021

DIVISION MEMORANDUM

No. 104 s. 2021



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

**GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS AND SUPPORT
MECHANISMS FOR WORKERS IN BENGUET DIVISION**

1. Pursuant to CSC MC 10 s. 2020 and the amended CSC MC 18 s. 2020 or the Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic, DO 11 s. 2020 or the Revised Guidelines on Alternative Work Arrangement in the Department of Education during the period of State of National Emergency due to COVID 19 Pandemic, DO 14 s. 2020 (Guidelines on the Required Health Standards in Basic Education Offices and Schools), and in consideration of current government efforts to contain the upsurge of the COVID 19 cases in the Province of Benguet, this memorandum is being issued for the information and guidance of DepEd officials, personnel and staff of Benguet Division.
2. The Schools Division of Benguet is in accord with the Civil Service Commission granting Alternative Work Arrangements to schools, offices and units under its scope, ensuring unhampered delivery of respective quality services to its clientele and learning continuity to all schools.
3. Benguet DepEd officials, personnel and staff may adopt any or a combination of the following alternative work arrangements set forth by the Civil Service Commission provided that, accomplishments shall be in par with the provisions and tasks stipulated in the Revised Interim Guidelines for AWA (CSC MC 18 s. 2020).
4. School Heads are encouraged and shall submit accounts of their respective School Alternative Work Arrangements, evaluated by their Public Schools District Supervisor and a copy furnished to the Division Administrative Section. Schools are required to transpire Alternative Work Arrangements to their School Contingency Plan to project personnel to man the schools and offices at an alternate and appropriate capacity (Skeleton Workforce). This is to reduce or cease COVID 19 Workplace transmission.



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5. Employees who are below 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, PWD's, and are residing in areas placed under ECQ, MECQ, GCQ and MGCQ shall be under work from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted. The said work arrangement shall also be made available to those living with the aforementioned persons and living in area under ECQ, MECQ and GCQ.

Requests for different work schedule/arrangement of employees with immunodeficiency, comorbidities, or other health risk/conditions must be supported with medical certificate and other medical records.

6. In the event that a school or office is considering a temporary closure of its premises due to the overwhelming number of COVID 19 cases therein, the School Head shall submit to the School Health Section a request for clearance to shut down their premise, including the duration of such measure, which must be supported by a verified data. The closure shall be implemented with the authority of the Schools Division Superintendent with recommendations from the Medical Officer of the School Health Section.
7. With the vast and surge of the COVID 19 cases in the Province of Benguet and its direct effect to the learning continuity strategies of the Schools and office transactions, the preference of Biometric Fingerprint Time Attendance is suspended until further notice. Schools and Offices are required to use log sheets as official document for attendance authenticated by the School Heads, Teacher-in-Charge and or the Administrative Section. Likewise, home visits and neighborhood learning are debarred temporarily to guarantee health and safety of stakeholders. Online communication is best recommended, a way to curb COVID 19 transmission.
8. The alternative work arrangements shall be adopted only for the duration of the State of Public Health Emergency or until lifted by the President
9. In the interest of public health, all schools and offices are duty-bound to exercise due diligence and take precautionary measures to minimize exposure to risks associated with COVID 19. ***Division Memorandum 262 s. 2020 is reiterated and must be observed throughout. (Please see attached)***
10. Immediate dissemination to all concerned is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated

SGOD/SHS/free



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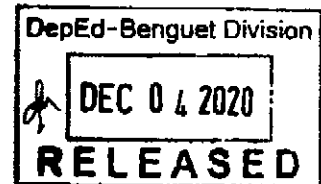
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DIVISION MEMORANDUM
No. 262 s. 2020

Name of Office: **SGOD-SHS**

To: Public Schools District Supervisor
Heads, Public Elementary and Secondary Schools
All Office Personnel
All others concerned

From:  **BENILDA M. DAYTACA, EdD, CESO VI**
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent



Subject: **COVID-19 WORKPLACE HEALTH, SAFETY and CONTROL PROTOCOLS for OFFICES and SCHOOLS**

Date: **December 2, 2020**

In the event of COVID-19 pandemic, Benguet Schools Division personnel, supervisors, and operations specialists (School Head, Health, DRRM, Clinic Teachers) shall take the following steps to create a safe and healthy workplace for workers and clients.

Isolation of workers from hazard

1. **Modify seats, furniture and work stations to maintain physical distancing of 6 feet between employees, where possible.**
 - Transparent shields or physical barriers are essential to reduce transmission and separate employees and visitors where physical distancing is not an option.
 - Chairs shall be arranged in reception or other communal seating areas by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distancing.
 - Clients shall be limited to minimum room capacity observing 6 feet physical distancing.
2. **Methods to physically separate employees shall be mandatorily observed in all areas of the building, including entrance and exit areas, meeting rooms, break rooms, parking lots and locker rooms.**
 - All personnel shall undergo initial triage at the entrance checkpoint by the security or Health personnel; ***entrance and exit ways shall be strictly complied with at all times.***
 - Follow printed signs, tape marks, or other visual cues to show where to pass and stand when physical barriers are not possible.
 - High-touched communal items, such as coffee pots and bulk snacks shall be replaced with alternatives such as pre-packaged, single-serving items. Staffs are encouraged to bring their own water to minimize use and touching of **WATER CONTAINERS.**