MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary Public School Principals
Unit Heads
All Concerned

REITERATION OF THE ALTERNATIVE WORK ARRANGEMENTS (AWA)
DURING THE GENERAL COMMUNITY QUARANTINE (GCQ)

The field is hereby informed that the Department of Education-National Capital Region issued Regional Memorandum dated August 18, 2020 re: Alternative Work Arrangements During General Community Quarantine. Accordingly, the Division Memorandum that was released beforehand shall be deemed within the context of this Regional Memorandum and that of DepEd Order No. 11 s.2020 and DepEd Order No. 14 s. 2020.

Attached herewith is the full text of the said Regional Memorandum for information and guidance. Particular attention is invited to items 2 to 7 thereof.

FOR WIDE AND IMMEDIATE DISSEMINATION.

SHERYLL F. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division
Superintendent

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REGIONAL MEMORANDUM  
No. NCR- _____, s. 2020

TO:          SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS & SECTION/UNIT HEADS, ROP  
HEADS, PUBLIC SCHOOLS

FROM:        Director IV

SUBJECT:     ALTERNATIVE WORK ARRANGEMENT DURING THE GCQ

DATE:        August 18, 2020

1. Pursuant to IATF-MEID Resolution No. 64 dated August 17, 2020 which was  
   approved and announced by the President, the National Capital Region  
   shall be reverted to General Community Quarantine from August 19 to 31,  
   2020.

2. The alternative work arrangement within the same period shall be:
   a) Regional Office Proper - the same alternative work arrangement as  
      previously identified: Work-from-Home and Skeleton Workforce.
   b) Division Offices - shall operate under the alternative work  
      arrangement approved by the Schools Division Superintendent.  
      SDOs are advised to submit to this Office the revised composition  
      of their skeleton workforce in the SDO and school levels.
   c) Schools - to operate under skeleton workforce, putting emphases  
      on school maintenance and security, processing of personnel  
      benefits, and activities related to the operationalization of the BE- 
      LCP but not to exceed 30% of the workforce, pursuant to DO No.  
      11, s. 2020.
3. Teachers shall generally remain to be on WFH arrangements until August 31, 2020, but are expected to perform tasks that will contribute to the operationalization of the BE-LCP, such as, but not limited to, attending capacity-building webinars, reviewing available self-learning modules, preparing Learner Activity Sheets, organizing their virtual classes, and remotely orienting the learners and parents on the learning modality to be used when classes open in October 5, 2020.

4. However, in exigencies of the service and depending on the severity of risk in the National Capital Region, physical reporting of most teachers to school, may be allowed, commencing on September 1, 2020 and subject to the authorization of the Regional Director.

5. No personnel will physically report in schools being used as isolation and quarantine facilities as approved by DepED, DOH and RIATF. Heads of these schools are advised to coordinate with their respective Schools Division Offices, for their work arrangements.

6. SDOs and schools may hire job order personnel to perform services relative to BE-LCP but not limited to printing, packing and distribution of modules. Expenses can be charged to MOOE subject to the availability of funds and to the usual accounting and auditing rules and regulations.

7. Schools Division Offices and Schools are enjoined to use this period wherein the NCR is under GCQ until August 31, to continue and pursue their preparations for the opening of classes on October 5, 2020.

8. All Heads of Offices and Schools must ensure that the workplaces are compliant with the health protocols and standards as provided for in DepEd Order No. 11, s. 2020 and DepEd Order No. 14, s. 2020, and that all necessary personal protective equipment are provided to the skeleton workforce.

9. For information and compliance.

MALCOLM S. GARMA
Director IV