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 GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS (AWA) FOR AREAS UNDER MODIFIED ENHANCED COMMUNITY QUARANTINE (MECQ) PURSUANT TO DEPED ORDER NO. 11, S. 2020

Please be informed that the Department of Education-Central Office issued DM-PHRODFO-2020-00251 dated August 3, 2020 re: Reiteration of the Guidelines on Alternative Arrangements for Areas Under Modified Enhanced Community Quarantine Pursuant to DepEd Order No. 11, s.2020. The full text of the said memorandum is hereby attached for information and guidance, contents of which are self-explanatory.

Particular attention is invited to Items 1 to 6 thereof.

Immediate and urgent dissemination of this Memorandum is desired.

SHERYL T. GAYOLA
Assistant Schools Division Superintendent
Office-In-Charge
Office of the Schools Division Superintendent
MEMORANDUM
DM-PHRODFO-2020-00251

TO: Undersecretaries
   Assistant Secretaries
   Bureau and Service Directors
   Regional Directors
   Schools Division Superintendents
   All Others Concerned

FROM: JESUS L.R. MATEO
       Undersecretary

SUBJECT: Reiteration of the Guidelines on Alternative Working Arrangements (AWA) for Areas Under Modified Enhanced Community Quarantine (MECQ) Pursuant to DepEd Order No. 01L, s. 2020

DATE: 03 August 2020

Following the pronouncement of the President on August 03, 2020 to revert the National Capital Region (NCR), and the provinces of Laguna, Rizal, Cavite and Bulacan to Modified Enhanced Community Quarantine (MECQ) from August 04 to 18, 2020, this is to reiterate provisions of the different issuances of the Department and oversight agencies that will affect work arrangements in the delivery of services of the Department based on quarantine classification of the locality while health and safety of our employees remains to be the utmost priority.

These issuances are as follows:

a. Memorandum Circular No. 79 dated August 3, 2020, Operational Capacity to be Adopted by Government Agencies and Instrumentalities During A Modified Enhanced Community Quarantine;

b. Inter agency Task Force (IATF) for the Management of Emerging Infectious Diseases, Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines;

c. DepEd Order (DO) No. 011, s. 2020, titled Revised Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Situation;

d. DO No. 012 s.2020, Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021 In Light of the COVID-19 Public Health Emergency;

e. DO No. 014 s.2020, Guidelines on the Required Health Standards in Basic Education Offices and Schools.
   and

f. DM-PHRODFO-2020-00198, Clarifications on DepEd Order No. 011, s. 2020.
DepEd offices, schools/community learning centers (CLCs), and personnel in areas under MECQ classification are reminded of the following key provisions:

1. During MECQ, DepEd offices and schools/CLCs shall operate with minimal skeleton workforce to provide ONLY essential services while the rest of the personnel shall be on Work-From-Home (WFH) Arrangement.
   a. While MC 79 s. 2020 allows up to a maximum of 50% operational capacity of personnel physically reporting to the work station, heads of offices/schools/CLCs are highly encouraged to be more cautious of onsite reporting if the deliverables can be accomplished through WFH arrangement.

2. Delivery of essential services as defined in Item 7 and Item 10 of DO 011 s. 2020 shall be prioritized as follows:
   a. DepEd Offices and units
      i. Health and emergency frontlines services
      ii. Operationalization of BE-LCP for SY 2020-2021
      iii. School operations and activities stipulated in the school calendar per DO No. 007, s. 2020
      iv. Support services and general operation services (Administrative and Security services, Financial services, HR management, ICTS, Planning, Legal, Public Assistance Services, Procurement and other critical services identified by DepEd top management)
   b. DepEd Schools and Community Learning Centers (CLCs)
      i. Conduct of enrollment;
      ii. Participation in orientation, trainings, and/or capacity building activities in managing multi-modal learning delivery options;
      iii. Preparation of instructional materials;
      iv. Planning the organization of classes in consideration of learning delivery modalities to be employed;
      v. Assisting in orienting parents on effective facilitation of home-based learning;
      vi. Facilitation of enrollment of learners for school year (SY) 2020-2021;
      vii. Preparation of learners for the formal start of classes;
      viii. Gathering of data on the specific contexts of their learners (access to technological gadgets, capacity of learners for independent learning, etc.)
      ix. Participation in the Brigada Eskwela and Oplan Balik Eskwela activities;
      x. Completion of SY 2019-2020 requirements for the Results-based Performance Management System (RPMS) and preparation for the SY 2020-2021 initial RPMS activities aligned to the teaching-learning modality activities;
      xi. Compliance with required health standards;
      xii. Reportal requirements;
      xiii. Other tasks that may be assigned in support of the BE-LCP and COVID 19 pandemic response; and
      xiv. Other directives that may be assigned by the heads of offices in the CO, RO, and/or SDO.
3. In the identification of personnel who shall be included in the Skeleton Workforce, the individual roles and functions, health and safety conditions, and transportation arrangements of the concerned personnel shall be considered as stated in item 16.b of DO 011 s.2020. Those who meet the criteria enumerated in item no. 16.a shall be exempted from reporting physically on site and shall be under the Work From Home (WFH) arrangement.

4. In line with item 14 of DO 011 s.2020, the authorized Head of Office shall issue an office order/memorandum with the names of personnel identified as Skeleton Workforce that will physically report to the office/school/CLC during the MECQ period.
   a. For Central Office, the Supervising ExeCom shall be the authorized signatory for the offices under their strand;
   b. For field offices, the Regional Director (RD) shall be the authorized signatory for the RO proper, SDOs and schools/CLCs within their jurisdiction;
   c. As a reference, concerned personnel shall be provided a copy of the signed authority as supporting document to be presented at border checkpoints, if needed.

5. In accordance with IATF guidelines and Item 43 of DO 011 s.2020, DepEd Offices and schools/CLCs shall arrange for the transportation/shuttle services for the identified personnel serving as Skeleton Workforce and physically reporting to the office/school/CLC. They shall be entitled to the COVID-19 Hazard Pay, subject to existing rules and regulations, and should be included in the memorandum duly approved by the authorized Head of Office.

6. Heads of Offices/Schools/CLCs are again reminded to ensure that the workplace is compliant with the Safe Return to Work protocols per Item 17 of DO 011 s.2020, DO 014 s.2020 and other precautionary measures as required by the IATF and DOH.

This Memorandum serves as a reminder that while the Department strives for the continuity of basic education services, we remain committed in protecting the health and safety of our personnel. Precautionary measures must be observed at all times in order to contain the infection and avoid transmission among our personnel and the community that could further hamper service delivery in our offices and schools/CLCs.

For questions or clarifications, please contact the Bureau of Human Resource and Organization Development - Personnel Division (BHROD-PD) at bhrod.pd@deped.gov.ph or (02) 633-9345.

Please be guided accordingly.