MEMORANDUM TO:

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

REITERATION OF MEMORANDUM DATED MAY 18, 2020 FROM THE OFFICE OF THE CITY MAYOR RE: ALTERNATIVE WORK ARRANGEMENTS FOR CITY OFFICIALS AND EMPLOYEES

Please be informed that the Office of the City Mayor – Marikina City, in compliance with CSC Memorandum Circular No. 10, s. 2020, has issued a corresponding memorandum prescribing alternative work arrangements to all of its officials and employees in light of the recent developments due to the COVID-19 pandemic.

Special attention is invited to Sections 1, 2 and 5 thereof.

Accordingly, insofar as city-paid personnel working for DepEd Marikina are concerned, hereunder will be the prescribed arrangement:

a. For utilities, drivers and security guards, both in the division office and in schools, must comply with the recommended compressed four-day workweek and must be able to render a total of forty (40) hours per week by physically reporting to work, subject to IATF restrictions on age limitations, health conditions and other pertinent factors.

b. For clerks, both in the division office and schools, may either work from home or physically report to work subject to the assessment and mandate of their respective unit heads or school heads depending on how essential their services are and the necessity for them to physically report to work, subject further to the IATF restrictions on age limitations, health conditions and others. But either way, clerks should be able render a total of forty (40) hours a week (work from home and/or physical reporting combined) and must submit their respective outputs or accomplishment reports as directed.
c. All concerned unit heads or school heads are instructed to comply with the above and **must submit to the HRMO the arranged schedules of their city-paid employees on or before June 8, 2020.**

d. In all instances, city-paid employees who will be directed to physically report to work must strictly observe the health safeguarding protocols and social distancing measures being imposed by the IATF.

Attached herewith is the full text of the Memorandum from the Office of the City Mayor, contents of which are self-explanatory.

Immediate and urgent dissemination of this Memorandum is desired.

**SHERYLL T. GAYOLA (Sgd.)**
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent