MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary Public School Heads
Officers-In-Charge
Unit Heads
All concerned

ALTNERATIVE WORK ARRANGEMENT (AWA) FOR DEPED MARIKINA FOR THE MONTH OF OCTOBER 2020 UNTIL FURTHER NOTICE

The field is hereby informed that the Department of Education (DepEd)-National Capital Region (NCR) issued Regional Memorandum (RM) No. 305, s. 2020 dated October 13, 2020 re: Alternative Work Arrangements for October 2020 in view of the current Presidential Declaration still placing NCR under GCQ category for the whole month of October and the recently issued IATF Resolution No. 75-A S. 2020.

Accordingly, the recently issued Division Memorandum dated October 6, 2020 re: Revised AWA for SDO Marikina shall be sustained, but the schools are highly enjoined to comply with Items 2 and 3 of RM No. 305 s.2020. Full text of the said memorandum is hereby attached for fuller information and guidance.

In compliance thereof, the School Heads are directed to do the necessary coordination and arrangements in their level and must submit their respective AWAs to the Division Office on October 19, 2020 for appropriate action (authorization).

City-paid personnel shall report to work based on the directive of the City Personnel Office, thus, shall not be considered in computing the 30% limit in schools.

Safety protocols, health safeguards, and rules on restrictions are still strictly reiterated. The wearing of facemask and face shield when reporting for work is mandatory.

This Memorandum has force and effect for the month of October and shall remain applicable until further notice.

FOR WIDE AND IMMEDIATE DISSEMINATION.

SHERILYN T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
MEMORANDUM
No. NCR-105, s. 2020

TO: Schools Division Superintendents

FROM: MALCOLM S. GARMA
Regional Director

SUBJECT: Alternative Work Arrangement for October 2020

DATE: October 13, 2020

1. In view of the IATF for the Management of Emerging of Infectious Diseases Resolution No. 75-A, s. 2020 dated September 28, 2020 extending the quarantine classification of the National Capital Region to General Community Quarantine until October 31, 2020, the existing alternative work arrangement in the Divisions and schools shall be maintained until the end of October.

2. Generally, teachers should be on work-from-home arrangement except those authorized by the undersigned per DepEd Order No. 54, s. 2020. However, they can physically report to the school voluntarily, and on limited basis only, for the following reasons:

   a) To use the school/classrooms as work laboratories in the delivery of blended learning especially on issue of internet connectivity for their online classes, use of equipment or rooms for the creation of video lessons, and any other activities supportive of the implementation of the BE-LCP;
   
   b) To accommodate face to face consultations with parents and other stakeholders, within an agreed period of time.

3. As provided by DepEd Order No. 11, s. 2020, personnel reporting to school must not exceed 30% of the total workforce. Teachers and non-teaching personnel may be required to report to do the following, within a prescribed period of time only:
   
   c) For the retrieval and replenishment of modules but not in printing, sorting and packing of modules and learner packets;
   
   d) Preparation and distribution of hardwares such as tablets, laptops, and smart phones, as part of DepEd’s support to local government’s thrust to strengthen our BE-LCP implementation.

4. Personnel who will report to the school for the above-reason shall strictly comply with the prescribed health protocols as stated in Regional Memorandum No. 278, s. 2020.

5. For information and compliance.