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) AND HEALTH PROTOCOLS RELATIVE TO THE PREPARATIONS FOR THE OPENING OF CLASSES

The field is hereby informed that, in view of the current Presidential Declaration still placing the National Capital Region (NCR) under General Community Quarantine (GCQ) for the whole month of September, the Department of Education Regional Office issued Regional Memorandum No. NCR 241, s. 2020 dated September 1, 2020 re: Alternative Work Arrangements and Health Protocols Relative to the Preparations for Opening of Classes.

Accordingly, the Division Memorandum dated August 18, 2020 shall be sustained, thus, DepEd Marikina shall maintain its AWA during GCQ which is work from home with authorized on-call/skeleton essential personnel. In schools, teaching and non-teaching personnel shall remain working from home except those that are essential or validly authorized.

City-paid personnel shall report to work based on the directive of the City Personnel Office.

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

This Memorandum has force and effect for the month of September and shall remain applicable until further notice. Attached is the full text of the Regional Memorandum for information and guidance. Particular attention is invited to items 2-6 thereof.

FOR WIDE AND IMMEDIATE DISSEMINATION.

SHERRY LL. TGSAYOLA
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

September 2, 2020
REGIONAL MEMORANDUM
No. NCR-#####-#### As. 2020

TO : SCHOOLS DIVISION SUPERINTENDENTS
     HEADS, PUBLIC SCHOOLS

FROM : REGIONAL DIRECTOR

SUBJECT : REITERATION OF ALTERNATIVE WORK ARRANGEMENTS AND HEALTH PROTOCOLS RELATIVE TO THE PREPARATIONS FOR THE OPENING OF CLASSES

DATE : September 1, 2020

1. As announced by the President, the National Capital Region will continue to be under General Community Quarantine for the whole month of September.

2. Accordingly, in the implementation of alternative work arrangements, the following will be observed:

   a. Up to 50% of the personnel may report in the division offices, however, 30% only of the total workforce in schools and learning centers will be allowed for the operationalization of the Basic Education Learning and Service Continuity Plans and related preparatory works for the opening of classes on October 5, 2020 (DO No. 11, s. 2020). Authorization for those who will be reporting physically to the offices and schools to help in the activities, shall be secured from this Office.

   b. Strict observance to the minimum health protocols and standards per IATF for the Management of Infectious Diseases Resolutions, Department of Health issuances, DepEd Order 14, s. 2020 and previous issuances of this Office including Memorandum No. ROP-2020-231, dated August 26, 2020.
b.1. The following shall not be required to report physically, instead, they shall be assigned works to be done at home:

1. 21 years old and below and 60 years old and above;
2. Pregnant and those with comorbidities, with immune-deficiencies, lingering or concomitant illnesses belong to medical high risk groups.

b.2 The schools shall establish the schemes for verification of personnel’s health status.

3. Teachers who are under WFH arrangements and are expected to perform tasks that will contribute to the operationalization of the BELCP, such as, but not limited to, attending capacity-building webinars, reviewing available self-learning modules (particularly on the use of locally-made/division-made modules, in terms of errors).

4. Heads of offices and schools are expected to provide alternative safe working areas for the distribution of learning materials in cases where the school is being used as isolation or quarantine facilities, in coordination with the local government units.

5. It is advised that the period starting September 1–15 shall be for distribution of modules and other learning materials for learner while from September 16–30, the pre-opening activities be focused on orientations and mental health awareness programs.

6. All other provisions stated in the previous Regional Memoranda on Alternative Work Arrangement and health protocols during GCQ remain in force.

7. Strict compliance is desired.

MALCOLM S. GARMA
Director IV