
	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OFFICE OF ALAMINOS CITY Alaminos City		Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018
	DIVISION MEMORANDUM		

DIVISION MEMORANDUM
DM-2020- 133

To : All Schools Division Office (SDO) Employees
 Heads of Public and Private Elementary and Secondary Schools

From : The Office of the Schools Division Superintendent

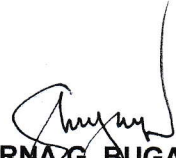
Subject: **Adoption of CSC Memorandum Circular No. 7, series 2020 or the Interim Guidelines for Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of Public Health Emergency Pursuant to Proclamation No. 922**

Date : March 13, 2020

- Pursuant to CSC Memorandum Circular No. 7, series 2020 or the Interim Guidelines for Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of Public Health Emergency Pursuant to Proclamation No. 922, the Schools Division Office hereby adopts the **four-day workweek arrangement whereby the individual's workweek is reduced to four (4) days but the number of work hours per day is increased to 10 hours so the total number of required work hours per week shall not be less than 40 hours.** This will ensure that the SDO maintains its normal workweek.
- For School Heads, the same four-day workweek arrangement applies. However, they are advised to report to work at the SDO two days per week following this schedule:

Cluster	In School	At the SDO
1	Monday and Tuesday	Wednesday and Thursday
2	Tuesday and Wednesday	Thursday and Friday
3	Wednesday and Thursday	Friday and Monday
All Secondary Schools	Thursday and Friday	Monday and Tuesday

- All SDO employees and school heads will report to work from 7:00 a.m. to 6:00 p.m. effective March 16, 2020.
- For information and strict compliance.


DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent