



Republic of the Philippines  
Department of Education

Region I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**DM- 2022-143**

TO : Asst. Schools Division Superintendent  
Chief ES-Curriculum Implementation Division  
Chief-Schools Governance Operation Division  
Heads of Public Elementary and Secondary Schools  
All Division Personnel




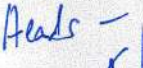






SUBJECT : **WORK ARRANGEMENT IN DEPED**






FROM : Office of the Schools Division Superintendent

DATE : April 12, 2022

1. Enclosed is a copy of DepEd Memorandum No. 029, s. 2022 titled Work Arrangements in the Department of Education During the Imposition of Alert Level 1 System for the Covid-19 Response dated April 6, 2022.
2. For your information, guidance, immediate widest dissemination, and strict compliance.

  
**LORNA G. BUGAYONG PhD, CESO V**  
Schools Division Superintendent

ASDS -   
CID -   
SGOD -   
Section Heads -   
CASH & PROP -   
SUME/SMN -   
Personnel -   
Dental -   
Medical -   
Sec'y - 

Budget -   
ALS -   
Planning -   
ICT -   
HRD - 

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Republic of the Philippines  
**Department of Education**

Region I  
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY  
 Routing Slip

OSDS-SDS-2022-

TO

Date: 4/17

Assistant Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Administrative Services Unit  
 Finance Services Unit  
 Budget Services Unit  
 Legal Services Unit  
 Information and Communications Technology Unit

**Action Needed:**

For Appropriate Action  
 For recommendation / comments & notation  
 For endorsement / reply  
 For compliance / submission / filing  
 Please handle this / let us confer on this  
 Please reproduce / disseminate / consolidate  
 Please draft memorandum / advisory / letter  
**APPROVED**  
**DISAPPROVED**

Remarks:

**DR. LORNA G. BUGAYONG, CESO V**

Schools Division Superintendent

Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)

February 27, 2022 provides that agencies and instrumentalities of the government located in areas placed under Alert Level 1 shall adhere to the 100% onsite workforce, while off-site work shall be subject to relevant rules and regulations issued by the Civil Service Commission (CSC) and the Office of the President.

3. In light of this, **all DepEd offices, schools, and community learning centers (CLCs) are hereby directed to adhere to the 100% onsite reporting capacity.**

4. This shall cover **all teaching and nonteaching personnel, including contracts of service and job orders**, in all DepEd offices, schools, and CLCs, both adopting face to face classes and distance learning delivery modalities. The Department views the imposition of 100% onsite reporting under Alert Level 1 as an opportunity to improve the implementation of multiple learning delivery modalities, through a more efficient supervision and monitoring of the proper use of learning modules and online platform, thereby promoting uniformity in the delivery of curriculum and instruction. This shall likewise facilitate the conduct of other school-level activities such as learning action cells, coaching and mentoring, remedial classes, and parent-teacher conferences, among others.

5. School heads shall determine and guide all teaching and nonteaching personnel under their jurisdiction on the work assignment and tasks to be accomplished while reporting onsite using the **Office/School/CLC Workweek Plan** and/or other workload distribution mechanisms.



06 APR 2022

DepEd MEMORANDUM  
No. 029, s. 2022

**WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION DURING  
THE IMPOSITION OF ALERT LEVEL 1 SYSTEM  
FOR COVID-19 RESPONSE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Memorandum provides for the work arrangements in the Department of Education (DepEd) in compliance with Memorandum Circular (MC) No. 96 dated February 28, 2022 on the **Required On-Site Workforce in Government Agencies and Instrumentalities Under the Alert Level System**, issued by the Office of the President.
2. The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Resolution No. 163-A dated February 27, 2022 titled **Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response** as of February 27, 2022 provides that agencies and instrumentalities of the government located in areas placed under Alert Level 1 shall adhere to the 100% onsite workforce, while off-site work shall be subject to relevant rules and regulations issued by the Civil Service Commission (CSC) and the Office of the President.
3. In light of this, **all DepEd offices, schools, and community learning centers (CLCs) are hereby directed to adhere to the 100% onsite reporting capacity.**
4. This shall cover **all teaching and nonteaching personnel, including contracts of service and job orders**, in all DepEd offices, schools, and CLCs, both adopting face to face classes and distance learning delivery modalities. The Department views the imposition of 100% onsite reporting under Alert Level 1 as an opportunity to improve the implementation of multiple learning delivery modalities, through a more efficient supervision and monitoring of the proper use of learning modules and online platform, thereby promoting uniformity in the delivery of curriculum and instruction. This shall likewise facilitate the conduct of other school-level activities such as learning action cells, coaching and mentoring, remedial classes, and parent-teacher conferences, among others.
5. School heads shall determine and guide all teaching and nonteaching personnel under their jurisdiction on the work assignment and tasks to be accomplished while reporting onsite using the **Office/School/CLC Workweek Plan** and/or other workload distribution mechanisms.



Personnel who are infected or identified as close contacts of suspect, probable and/or confirmed case of COVID-19 or asymptomatic who underwent the required quarantine while waiting for the result of swab test administered upon them or completing the required quarantine period as prescribed in IATF Resolution No. 163-A dated February 27, 2022 and CSC MC 2, s. 2022 shall not be required to report to work and may avail of the excused absence or adopt a Work-From-Home (WFH) arrangement.

7. Absences rendered due to non-COVID-19 related reasons shall be governed by the existing policies on leaves and vacation service credits.

8. The submission of the **Individual Daily Log and Accomplishment Report (IDLAR)**, for attendance monitoring purposes, shall be suspended for all personnel reporting onsite. Daily time logs shall be reported through Daily Time Record (DTR) through biometric machines and logbooks.

9. Nevertheless, the Department encourages all heads of offices/schools/CLCs to continue the use of IDLAR for performance monitoring purposes.

10. Heads of offices/schools/CLCs shall ensure the provision of necessary support and resources to all personnel reporting onsite to avoid delay and disruption in the delivery of basic education services and ensure compliance with minimum health and safety protocols, such as but not limited to adequate bandwidth and internet connectivity, safe and conducive workspaces, provision of hygiene supplies, among others.

11. Remote and flexible work arrangements as prescribed in CSC MC 18, s. 2020, **Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic** and DepEd Order (DO) No. 011, s. 2020 titled **Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic** may be adopted, as deemed appropriate and insofar as practicable, in accordance with the required onsite capacity depending on the prevailing COVID-19 alert level in the locality where the office/school/CLC is located.

12. Heads of offices/schools/CLCs in all governance levels are instructed to demonstrate leadership and decisiveness when confronted with concerns taking into consideration the welfare of employees while ensuring productivity, and compliance to existing and subsequent issuances.

13. This Memorandum takes effect immediately upon issuance unless modified or repealed by subsequent issuance/s from DepEd, CSC, IATF, Department of Health, or the Office of the President.

14. Immediate dissemination of this Memorandum is desired.



  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Order No.: (011, s. 2020)

To be indicated in the Perpetual Index  
under the following subjects:

ATTENDANCE  
BUREAUS AND OFFICES  
EMPLOYEES  
OFFICIALS

SCHOOLS  
TEACHERS  
UNITS  
WORK HOURS

SMMA, MPC DM Work Arrangements  
TN 0096 - April 1, 2022