



Republic of the Philippines
Department of Education
REGION I

DEPED REGIONAL OFFICE I

RELEASED

MAR 16 2020

BY: 60003246

Office of the Regional Director

REGIONAL MEMORANDUM

No. 176, s. 2020

**ALTERNATIVE WORK ARRANGEMENTS IN THE DEPARTMENT OF
EDUCATION IN LIGHT OF THE ENHANCED COMMUNITY QUARANTINE
OF ENTIRE LUZON**

To: Schools Division Superintendents

1. The Department of Education Regional Office I shall implement alternative work arrangements in light of the enhanced community quarantine of entire Luzon.
2. The Schools Division Superintendents (SDSs) are hereby directed to assign a skeletal workforce in the Schools Division Offices (SDOs) and schools, to ensure the continuity of delivery of DepEd essential services and priority programs, while observing stringent social distancing measures in work-related functions and responsibilities.
3. Work from home or other offsite locations through telecommuting is an alternative work arrangement; provided that DepEd personnel must be readily accessible during working hours and must be able to respond to directives, requests or queries with their immediate superior.
4. The accomplished Workweek Plan (see attached template) indicating the consolidated individual staff schedule shall be submitted by the Division Chiefs/Unit Heads for the approval of the Schools Division Superintendent.
5. Consolidated output shall reflect on the workweek accomplishment report to be prepared by the Division Chiefs/Units Heads to the Schools Division Superintendent.
6. Submit to the undersigned the SDO accomplishment report not later than April 22, 2020 through email at hrdd.region1@deped.gov.ph.

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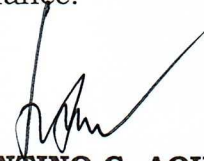
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Email Address: region1@deped.gov.ph | Website: www.depedro1.com

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7. To avoid risks of exposure to COVID 19 of DepEd personnel, all provisions of DepEd Memorandum 43 s. 2020 shall be strictly observed.

8. This Memorandum takes effect immediately upon issuance.



TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As Stated

Reference: DepEd Memorandum 43 s. 2020

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

Attendance	Personnel
Employees	Work Hours
Officials	

HRDD/mtb/RM015
March 16, 2020





Republic of the Philippines

Department of Education

REGION I

CONTINGENCY PLAN IN THE LIGHT OF THE ENHANCED COMMUNITY QUARANTINE IN THE ENTIRE LUZON

WORKWEEK PLAN (MARCH 15- APRIL 15)

Functional Division / Unit: _____

Name of Personnel	Work From Home Schedule	Task/ Assignments/ Output	Date of Submission of Output	Remarks (Recommendations/ Interventions/ Mitigation)

Notes:

1. The Chief/ Section Head shall monitor the progress of the task/ assignment given to the personnel.
2. Personnel working at home are required to report to office as needed.
3. Personnel working at home are required to stay online covering the prescribed working hours (8AM-5PM).
4. Functional Divisions are enjoined to conduct online conference

Prepared by: _____

Approved by: _____

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