REGIONAL MEMORANDUM
No. 170, 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.
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
CONTINGENCY PLAN IN THE LIGHT OF THE ENHANCED COMMUNITY QUARANTINE IN THE ENTIRE LUZON

WORKWEEK PLAN (MARCH 15- APRIL 15)

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>Work From Home Schedule</th>
<th>Task/Assignments/Output</th>
<th>Date of Submission of Output</th>
<th>Remarks (Recommendations/Interventions/Mitigation)</th>
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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: __________________________

DepEd Region 1: Built on character; empowered by competence.

Address: Flores St., Catbangan, San Fernando City, La Union
Telephone Number: (072) 607-8137 / 682-2324; Email Address: region1@deped.gov.ph