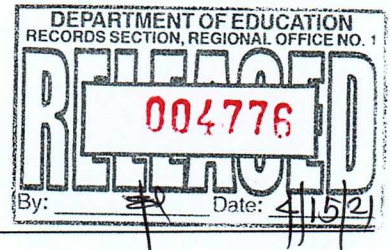




Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

APR 15 2021

REGIONAL MEMORANDUM
No. 322, s. 2021

**SUPPLEMENTAL GUIDELINES ON THE ADOPTION OF ALTERNATIVE
WORK ARRANGEMENT FOR TEACHERS IN REGION 1**

To: All Schools Division Superintendents
All others concerned

1. On September 4, 2020, this Office issued Regional Memorandum No. 495, s. 2020 or the Regional Guidelines on the Adoption of Alternative Work Arrangement for Teachers in Region 1.
2. On the basis thereof, several Schools Division Offices submitted request requiring teachers to physically report to their respective schools on skeleton workforce arrangement based on the recommendation of School heads.
3. While the request must sufficiently state the timeline of the skeleton workforce arrangement vis-à-vis the kind of work to be done, a clear statement as to the date when the skeleton workforce shall start until the date of cessation must be provided.
4. Further, the request for skeleton workforce shall take effect upon approval of this Office.
5. The subsequent approval of the request is without prejudice to the pronouncement of Local Government Unit placing a locality where the school is situated or the place of residence of the teacher under Enhance Community Quarantine (ECQ) or Modified Enhance Community Quarantine (MECQ).
6. As such, the approved skeleton workforce arrangement shall be held in abeyance pending to the lifting of ECQ or MECQ declaration.
7. After the declaration has been lifted, the skeleton workforce arrangement shall resume until its date of expiration. Upon expiration, the School Head may recommend anew alternative work arrangement based on the needs of the school.
8. To reiterate, all teachers reporting on-site must observe the parameters set forth in DepEd Order No. 2020 or the *Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic*.

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9. The Schools Division Superintendent is advised to cautiously check the recommendation of the school heads especially on the particular work assigned to the teacher to be accomplished on-site.

10. The 50% operational capacity in the school must also be observed and monitored by the Schools Division Office.

11. Immediate dissemination and strict compliance is enjoined.



TOLENTINO G. AQUINO
Director IV



Reference: Regional Memorandum 495, s. 2020
DepEd Order No. 11, s. 2020

AD/RJLC
April 8, 2021