



Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

SEP 22 2021

REGIONAL MEMORANDUM
 No. 1083, s. 2021

**ONLINE SUBMISSION OF THE ALTERNATIVE WORK
 ARRANGEMENTS (AWA) REQUESTS**

To: **All Schools Division Superintendents**

1. In order to facilitate submission of the Alternative Work Arrangement (AWA) requests, the Schools Division Offices (SDOs) are encouraged to submit via online the requests at *Document Management System of DepEd RO I Records Section* or at *rs.region1@deped.gov.ph*.
2. Please be reminded of the correct and complete details of requests like the date/timeline, name of schools and the purpose why there is a need to report on site, for consistency. In view of the distance learning modality that DepEd is adopting this school year, teachers are expected to deliver instructions remotely; hence, teachers shall be required to report on site only on extremely essential tasks and as per approved AWA.
3. It is also advised to submit the requests ahead of time to give ample opportunity for this Office to evaluate the requests.
4. For information, guidance and compliance.


TOLENTINO G. AQUINO
 Director IV

Encl.: None
 Reference: Regional Memorandum No. 495, s. 2020
 Regional Memorandum No. 322, s. 2021



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

POLICY REQUIREMENTS RULES AND REGULATIONS

AD/hfa/RM
 September 22, 2021

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