



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
**No. 132, s. 2020**

June 24, 2020

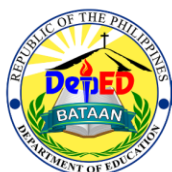
**CLARIFICATIONS ON DEPED ORDER NO. 11, s. 2020 or REVISED  
GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE  
DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE OF  
NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
Division Unit Heads  
All Division Office Personnel  
All Others Concerned

1. This Office hereby reiterates the contents of a Department Memorandum under PHROPDOF which was issued on June 22, 2020 (see attached copy).
2. Attention is invited to Section 8 of the said Memorandum which requires submission of AWA arrangements.
3. Use the template provided and consolidate said report per district before submitting the **MS Word** format through email at [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) on or before June 26, 2020.
4. Immediate dissemination of and strict compliance with this Memorandum are enjoined.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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June 24, 2020



“WE MOULD HEROES”

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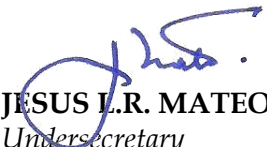

Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

**MEMORANDUM**

DM-PHRODFO-2020-00198

**TO:** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

**FROM:**   
JESUS L.R. MATEO  
Undersecretary  
  
ATTY. REVSEE E. ESCOBEDO  
Undersecretary

**SUBJECT:** *Clarifications on DepEd Order No. 011, s. 2020 or Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency due to COVID-19 Pandemic*

**DATE:** 22 June 2020

Following the issuance of **DepEd Order (DO) No. 011, s. 2020**, titled *Revised Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Situation*, these clarifications are made relative to the continuity of programs and services in all DepEd offices and schools/CLCs, and the on-going school-related activities anchored on **DO No. 008 s.2020**, *Guidelines on Enrollment for School Year 2020-2021 in the Context of the Public Health Emergency due to COVID-19*, and **DO No. 012 s.2020**, *Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021 In Light of the COVID-19 Public Health Emergency*.

1. While DO No. 011 s.2020 takes effect starting today, 22 June 2020, Monday (Item Nos. 7 and 48), it is emphasized that the Department is not inhibiting its personnel to report on a Work-From-Home (WFH) basis. **A WFH arrangement is still highly recommended for both teaching and non-teaching personnel**, especially for functions/processes/services that can be rendered through alternative strategies and remote modalities.
2. DO No. 011 s. 2020 provides a menu of AWA options and guidance to DepEd offices/schools/CLCs and personnel on the work arrangement that is most applicable to the office/school/CLC in supporting the BE-LCP based on the:
  - a. Form of community quarantine where the office/school/CLC is situated;
  - b. Minimum public health and safety standards; and



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- c. Continuity of basic education services amid this pandemic.
3. Pursuant to IATF Omnibus Guidelines on Modified General Community Quarantine (MGCQ) and Post-Community Quarantine areas, **optimal or full operational capacity does not necessarily correspond to the full workforce physically reporting to the workplace/onsite**. The offices/schools/CLCs may adopt any or a combination of the work arrangements enumerated in DO 011 s.2020 so as not to hamper the continuity of DepEd programs and services at all levels.
4. In exceptional cases (that is, only in the event when functions/processes/services to be rendered cannot be delivered through alternative strategies and remote modalities), DepEd offices/schools/CLCs requiring physical reporting to the workplace/onsite **must ensure that the workplace is compliant with the Safe Return to Work protocols** pursuant to Item No. 17 of DO 011 s.2020 and other safety and health precautionary measures required by the Department of Health (DOH) and Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID).
5. **Physical reporting to the workplace/onsite, including the conduct of physical enrolment in schools and/or other similar activities per DO 008 s.2020 shall be highly discouraged, even in low-risk areas**, unless otherwise highly necessary (that is, only in the event that parents/guardians have no other means of submitting learner's enrolment data through remote platforms). Schools Division Offices (SDOs) and schools/CLCs are urged to exhaust all possible means to conduct remote enrolment. Any form of physical enrolment shall be done in proper coordination with the local government units (LGUs) concerned, and in strict compliance with minimum public health and safety standards and stringent physical distancing protocols.
6. For schools that were used as quarantine or isolation facilities, physical reporting to the workplace/onsite shall be **prohibited** until such time that a certification from the proper health authorities is issued declaring the school as safe and fit for education purposes subsequent to clean up and fumigation protocols, in accordance with pertinent DOH guidelines and other applicable rules and issuances. SDOs and schools/CLCs are enjoined to invoke the terms and conditions stipulated in the Memorandum of Agreement entered into by DepEd and the LGU concerned pursuant to Office Memorandum **OM-OSEC-2020-004** on the *Guidance to Regional Directors for Action on Requests by Local Government Units to Use DepEd Schools and Engage DepEd Personnel in Activities Related to COVID-19* and **OM-OSEC-2020-003** on the *Template Terms and Conditions for the Use of DepEd Schools as Quarantine or Isolation Areas*.
7. The health and safety conditions and travel/border limitations of personnel, as enumerated below and in DM No. 043, s. 2020 and DO No. 011, s. 2020, shall be the utmost consideration in determining the applicable AWA per individual:
  - a. Personnel who are 21 years old and below;
  - b. Personnel who are 60 years old and above;
  - c. Personnel who are at high risk of infection, including but not limited to pregnant women, those with immunodeficiency, comorbidities, or other health risks,



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- illnesses and/or pre-existing medical conditions as enumerated in Item 4.b.ii of DM 043; COVID-19 Suspect Case and COVID-19 Probable Case, including those who reside with Suspect or Probable Case; and
- d. Personnel who encounter difficulty reporting to the office or school/CLC due to the imposition of strict home and/or local community quarantine, curfew, limited or no access to any available modes of transportation options, and/or other regulatory limitations on inter-municipality/city travel.
8. To facilitate the submission process as stipulated in Item No. 49 in DO No. 011 s.2020, DepEd offices/schools/CLCs shall be guided by the following procedures:
- 8.1. Each functional office and school/CLC shall prepare the following information as of date of submission:
- Community Quarantine Classification where the office/school/CLC is located;
  - Identified Work Arrangements to be adopted;
  - Total Number of Personnel (includes permanent, COS/JO, consultants, detailed, etc.);
  - Number of Personnel Identified as Vulnerable/ At-Risk; and
  - Contact Information of the Designated AWA Focal Person
- 8.2. Submission of reports shall be guided by the following process:
- Each SDO shall prepare and submit the following reports to the respective RO:
    - Identified AWA for the units in the SDO-proper; and
    - Summary report on the identified AWA of the schools/CLCs within their jurisdiction (refer to Annex B for the needed information);
  - Each RO shall prepare and submit the following reports to the Regional CSC and BHRD-Personnel Division (CO):
    - Identified AWA for the division/units in the RO-proper;
    - Summary report on the identified AWA of all SDOs within their jurisdiction (refer to Annex B for the template);
    - Note: Include a copy of DepEd Order No. 011 s.2020 and other localized AWA policy issuance (if any) in the submission to CSC;*
  - Each Central Office (CO)-level bureau/service/office shall submit their identified AWA to the Office of the Supervising ExeCom for approval;
  - Each ExeCom Strand shall prepare and submit the following reports to BHRD-Personnel Division:
    - Identified AWA for the ExeCom office-proper;
    - Summary report on the identified AWA for all offices under their respective strand (refer to Annex C for the template);



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**Office of the Undersecretary**

iii. *Note: BHROD-PD shall submit the CO AWA Reports to the CSC field office, attach a copy of DepEd Order No. 011 s.2020 and other localized AWA policy issuance (if any).*

8.3. Consolidated reports from the DepEd Regional Offices and ExeCom strands shall be submitted to BHROD-PD on or before June 30, 2020 through email at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph).

For guidance, please refer to the attached files on:

- a. Annex A: AWA Guide for Heads of Offices:
  - i. Summary AWA based on Community Quarantine Classification;
  - ii. Approval Process on determining the Applicable AWA; and
  - iii. Flowchart in the Determination of the Applicable AWA.
- b. Annex B: Regional Summary Report on Work Arrangements
- c. Annex C: Central Office Summary Report on Work Arrangements

This Memorandum serves as a reminder that while the Department strives for the continuity of basic education services, we remain committed in protecting the health and safety of our personnel. Precautionary measures must be observed at all times in order to contain the infection and avoid transmission among our personnel and the community that could further hamper service delivery in our offices and schools/CLCs.

For questions or clarifications, please contact BHROD-PD at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph).

Please be guided accordingly.



## ANNEX A: AWA SUMMARY GUIDE FOR HEADS OF OFFICES

### A. Summary AWA based on Community Quarantine Classification

DEPED ORDER 11 S.2020 ALTERNATIVE WORK ARRANGEMENTS BASED ON COMMUNITY QUARANTINE CLASSIFICATION		
ECQ & MECQ	GCQ	MGCQ & Post-CQ Scenario
<p><b>Essential Services*:</b> Minimal Skeleton Workforce, others Work-From-Home</p> <p><b>All Other Services:</b> Work-From-Home</p> <p><b>Transportation Services:</b> Offices/Schools/CLCs requiring physical attendance to work <b>must</b> provide transportation services</p>	<p><b>All services are classified as essential:</b> Up to 50% of personnel physically reporting to work/on-site**, others Work-From-Home</p> <p>Highly recommend 5-day Physically Reporting Workweek on a 2-Week Shifting/ Rotation OR 4-Day Physically Reporting Workweek and 1- Day WFH on Weekly Shifting/Rotation</p> <p>Other appropriate <b>combinations of On-Site and Work-From-Home arrangements</b> (if the recommended shifting/rotation are not feasible)</p> <p><b>Transportation Services:</b> To be provided based on <b>available resources</b> of the office/school/CLC</p>	<p><b>All services are classified as essential:</b> Full Operational Capacity** using appropriate <b>combinations of On-site and Work-From-Home arrangements</b> (shifting / rotation highly recommended)</p> <p><b>Transportation Services:</b> To be provided based on <b>available resources</b> of the office/school/CLC</p>

**STRICTLY WORK-FROM-HOME REGARDLESS OF CQ:**

<sup>1</sup> Personnel-at-risk and with health conditions:

- 60 years old and above (21 years below)
- With immunodeficiency, comorbidities, or other health risks
- Pregnant women
- COVID-19 Suspect and Probable Cases

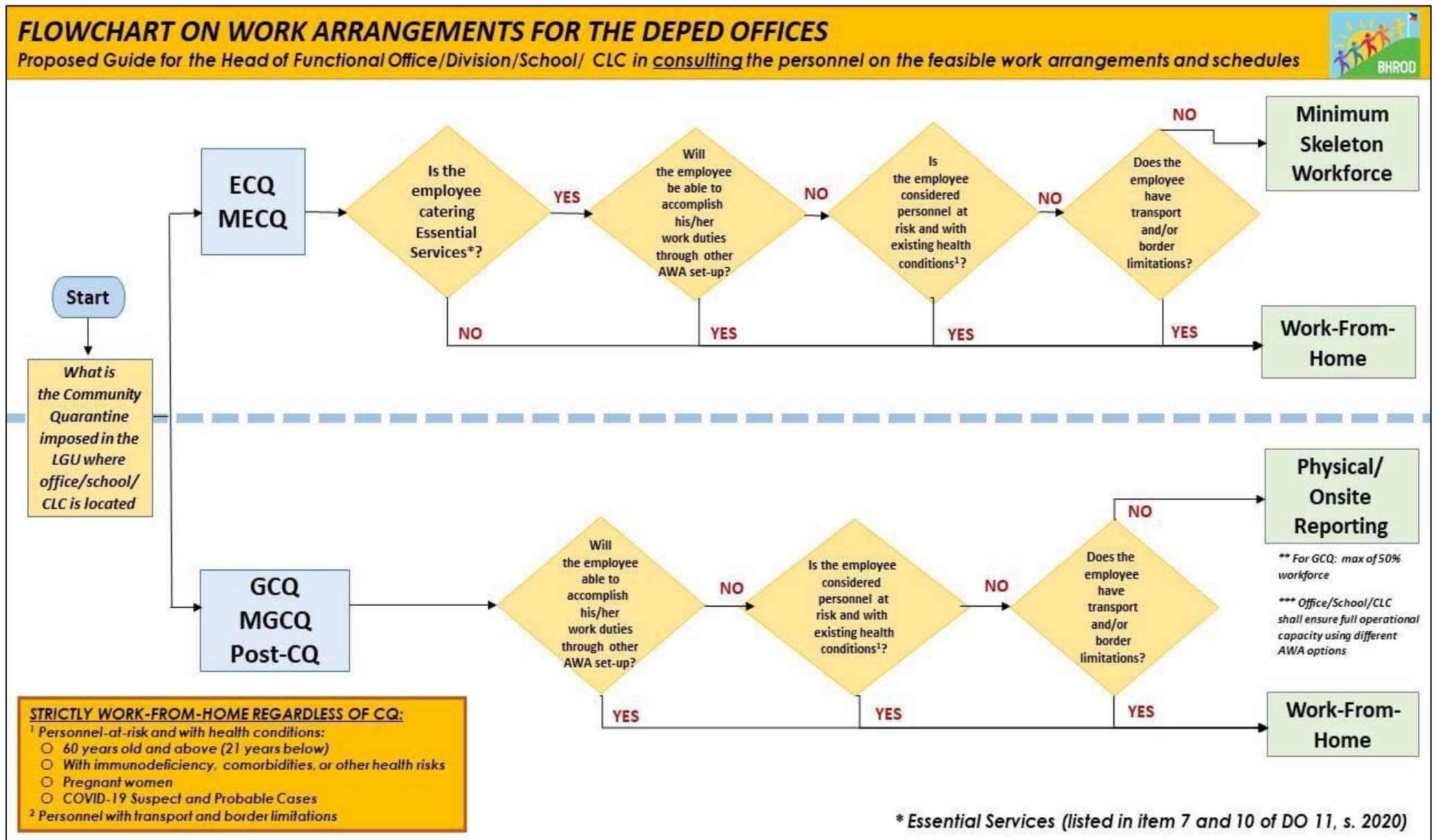
<sup>2</sup> Personnel with transport and border limitations

\* Essential Services (listed in item 7 and 10 of DO 11, s. 2020)  
\*\* IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, Section 1 Item 14: Operational capacity refers to the maximum number of employees/workers who can be permitted or required to physically report to work on-site in a particular office/establishment as may be allowed by Minimum Public Health Standards including physical distancing protocols

### B. Approval Process on determining the Applicable AWA

DO 11 s.2020: APPROVAL PROCESS IN THE DETERMINATION OF APPROPRIATE WORK ARRANGEMENTS		
<p><b>FUNCTIONAL DIVISION/OFFICE</b></p> <p>Head of Functional Office/Division/School/ CLC shall <u>consult</u> the personnel on the feasible work arrangements and schedules based on the following considerations:</p> <ol style="list-style-type: none"> <li>Community Quarantine Classification of the office/school/CLC</li> <li>Office mandate and Exigency of service;</li> <li>Functions/tasks that can only be rendered in office/school premises or in the field</li> <li>Health condition and status of personnel (vulnerable, at-risk, etc.)</li> <li>Transportation and border limitations of personnel in reporting to workstations</li> </ol> <p>Head of Office shall submit the AWA recommendation to the SDS/CO Director for clearance and onward approval.</p>	<p><b>BUREAU/ SERVICE/SDO</b></p> <p>Director/SDS shall <u>review and endorse</u> <u>for approval</u> the identified work arrangements recommended by the functional units under their supervision</p>	<p><b>SUPERVISING EXECOM / RD</b></p> <p>Supervising ExeCom/RD shall <u>review and have final approval*</u> of the identified work arrangements recommended by the functional units under their supervision/strand</p> <p><small>* Based on Item 14 in the DO 11 s.2020</small></p>

C. Flowchart in the Determination of the Applicable AWA



**MEMORANDUM: DM-PHRODFO-2020-00198****Clarifications on DepEd Order No. 011 s.2020****ANNEX B****DEPARTMENT OF EDUCATION****REGIONAL SUMMARY REPORT ON WORK ARRANGEMENTS**

NAME OF REGION: \_\_\_\_\_

MONTH OF: \_\_\_\_\_

**I. REGIONAL OFFICE - PROPER**

FUNCTIONAL DIVISION/UNIT	COMMUNITY QUARANTINE CLASSIFICATION (ECQ, MECQ, GCQ, MGCQ)	IDENTIFIED WORK ARRANGEMENTS (Indicate the customized combination of Skeleton WF and WFH to be followed)	TOTAL NO. OF PERSONNEL (indicate permanent, COS/JO, consultants, etc.)	NO. OF PERSONNEL IDENTIFIED AS VULNERABLE / AT-RISK <sup>1</sup>	CONTACT INFO OF AWA FOCAL PERSON (indicated Name, Designation, Mobile Number, Email Address)
Ex. ORD					
CLMD					

**II. SCHOOLS DIVISION OFFICES WITHIN THE REGION**

SDO - PROPER	COMMUNITY QUARANTINE CLASSIFICATION (ECQ, MECQ, GCQ, MGCQ)	IDENTIFIED WORK ARRANGEMENTS (Indicate the customized combination of Skeleton WF and WFH to be followed)	TOTAL NO. OF PERSONNEL (indicate permanent, COS/JO, consultants, etc.)	NO. OF PERSONNEL IDENTIFIED AS VULNERABLE / AT-RISK <sup>1</sup>	CONTACT INFO OF AWA FOCAL PERSON (indicated Name, Designation, Mobile Number, Email Address)
SDO 1	GCQ	Five-Day Workweek on a 2-week shifting	100	27	Juan dela Cruz, ASDS 0920xxxxxxx, j.delacruz@deped.gov.ph
SDO 2	MECQ	Minimal Skeleton WF; WFH	40	15	Maria Santos, AO IV

**III. SCHOOL LEVEL WORK ARRANGEMENTS**

Please prepare separate sheets/reports for each SDO. ROs shall then compile all reports for submission to CO, through BHROD-PD.

SCHOOL / CLC	COMMUNITY QUARANTINE CLASSIFICATION (ECQ, MECQ, GCQ, MGCQ)	IDENTIFIED WORK ARRANGEMENTS (Indicate the customized combination of Skeleton WF and WFH to be followed)	TOTAL NO. OF PERSONNEL (indicate permanent, COS/JO, consultants, etc.)	NO. OF PERSONNEL IDENTIFIED AS VULNERABLE / AT-RISK <sup>1</sup>	CONTACT INFO OF AWA FOCAL PERSON (indicated Name, Designation, Mobile Number, Email Address)
Ex. DepEd NHS					
Pampanga ES					

**Notes:**

1. Personnel considered as vulnerable/at-risk shall be those identified under Item 15.c.iii of the guidelines. Respective offices shall regularly monitor their status and shall only release any related sensitive information when necessary, following data privacy and sharing standards.

2. In case there are changes on the work arrangements, the same form shall be used to reflect the adjustments and shall be submitted to BHROD-PD at the beginning of the month. Only accomplished forms duly approved by the Supervising ExeCom or the Regional Director shall be accepted.



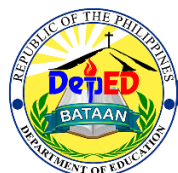


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**ANNEX B**  
DEPARTMENT OF EDUCATION  
SUMMARY REPORT ON WORK ARRANGEMENTS

MONTH OF: \_\_\_\_\_

Unit / Name of School	COMMUNITY QUARANTINE CLASSIFICATION (ECQ, MECQ, GCQ, MGCQ)	IDENTIFIED WORK ARRANGEMENTS (Indicate the customized combination of Skeleton WF and WFH to be followed)	TOTAL NO. OF PERSONNEL (indicate permanent, COS/JO, consultants, etc.)	NO. OF PERSONNEL IDENTIFIED AS VULNERABLE / AT-RISK 1	CONTACT INFO OF AWA FOCAL PERSON (indicated Name, Designation, Mobile Number, Email Address)



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**Email Address:** [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | **Website:** [www.depedbataan.com](http://www.depedbataan.com) | **Facebook Page:** [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)



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**MEMORANDUM: DM-PHRODFO-2020-00198****Clarifications on DepEd Order No. 011 s.2020****ANNEX C****DEPARTMENT OF EDUCATION****CENTRAL OFFICE SUMMARY REPORT ON WORK ARRANGEMENTS**

NAME OF EXECOM STRAND: \_\_\_\_\_

MONTH OF: \_\_\_\_\_

**I. SUMMARY AWA OF BUREAUS/SERVICES/OFFICES WITHIN THE EXECOM STRAND**

BUREAUS/ SERVICES/ OFFICES	COMMUNITY QUARANTINE CLASSIFICATION (ECQ, MECQ, GCQ, MGCQ)	IDENTIFIED WORK ARRANGEMENTS (Indicate the customized combination of Skeleton WF and WFH to be followed)	TOTAL NO. OF PERSONNEL (indicate permanent, COS/JO, consultants, etc.)	NO. OF PERSONNEL IDENTIFIED AS VULNERABLE / AT-RISK <sup>1</sup>	CONTACT INFO OF AWA FOCAL PERSON (indicated Name, Designation, Mobile Number, Email Address)
EXECOM OFFICE - PROPER					
BHROD	GCQ	Five-Day Workweek on a 2-week shifting	100	27	Juan dela Cruz, <a href="mailto:bhrod.od@deped.gov.ph">bhrod.od@deped.gov.ph</a>
PS	GCQ	Minimal Skeleton WF; WFH	60	12	Maria Elena Santos, PDO V <a href="mailto:maria.santos002@deped.gov.ph">maria.santos002@deped.gov.ph</a> 0917xxxxxxx
ICO	GCQ	Minimal Skeleton WF; WFH	16	4	

**II. OFFICE LEVEL WORK ARRANGEMENTS**

Please prepare separate sheets for each bureau/service/office within the ExeCom Strand. The Office of the Supervising Execom shall then compile all reports for submission to BHROD-PD.

FUNCTIONAL DIVISION/UNIT	COMMUNITY QUARANTINE CLASSIFICATION (ECQ, MECQ, GCQ, MGCQ)	IDENTIFIED WORK ARRANGEMENTS (Indicate the customized combination of Skeleton WF and WFH to be followed)	TOTAL NO. OF PERSONNEL (indicate permanent, COS/JO, consultants, etc.)	NO. OF PERSONNEL IDENTIFIED AS VULNERABLE / AT-RISK <sup>1</sup>	CONTACT INFO OF AWA FOCAL PERSON (indicated Name, Designation, Mobile Number, Email Address)
Ex. BHROD-OD					
BHROD-HRDD					

**Notes:**

1. Personnel considered as vulnerable/at-risk shall be those identified under Item 15.c.iii of the guidelines. Respective offices shall regularly monitor their status and shall only release any related sensitive information when necessary, following data privacy and sharing standards.

2. In case there are changes on the work arrangements, the same form shall be used to reflect the adjustments and shall be submitted to BHROD-PD at the beginning of the month. Only accomplished forms duly approved by the Supervising ExeCom or the Regional Director shall be accepted.