



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

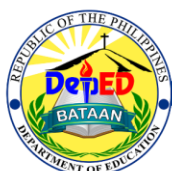
DIVISION MEMORANDUM
No. 137 s. 2020

July 1, 2020

ALTERNATIVE WORK ARRANGEMENT IN SDO BATAAN

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

1. In view of the pronouncement of the H.E. Rodrigo R. Duterte placing the Province of Bataan under Modified General Community Quarantine (MGCQ) this Office disseminates localized measures pursuant to DepEd Order No. 11 s. 2020 "Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to Covid-19 Pandemic effective July 6, 2020.
2. Paragraph 2 of the DepEd Order defines Modified General Community Quarantine as a transition phase between GCQ and New Normal when the following temporary measures are relaxed and become less necessary: limiting movement and transportation, the regulation of operating industries and the presence of uniformed personnel to enforce community quarantine protocols, hence SDO Bataan hereby adopts these measures for all teaching and non-teaching personnel, to wit:
 - a. The Alternative Work Arrangement (AWA) is still enforced and the Work-From-Home (WFH) arrangement is still recommended for functions/processes/services that can be rendered through alternative strategies / modalities.
 - b. Physical reporting to the workplace/onsite, including the conduct of physical enrollment in schools and/or similar activities is still highly discouraged. Schools shall exhaust all possible means to conduct extended remote enrollment until July 15, 2020.
 - c. In the event that the function/process/service to rendered cannot be delivered through alternative work arrangement, it must be ensured that the workplace is compliant with the Safe Return to Work protocols and



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other precautionary measures as required by the IATF and as stipulated in DepEd Order 11 s. 2020;

- d. Schools that are still used as quarantine or isolation facilities, physical reporting to the workplace/onsite is still PROHIBITED until such time that a certification from proper health authorities are issued declaring the school is safe and fit for use in accordance with pertinent DOH guidelines and other applicable rules and regulations;
 - e. Optimal or full operational capacity, as may be allowed in MGCQ does not necessarily correspond to full manpower requirement physically reporting to the workplace / onsite. Health protection, safety conditions and travel limitations of personnel shall be taken into consideration in determining the applicable and AWA, hence, SDO Personnel, School Heads are requested to submit to this Office weekly work schedule arrangements following the attached format which can be downloaded through this link: [https://bit.ly/SDOBTN WorkSched](https://bit.ly/SDOBTN_WorkSched) and to be submitted to this Office on or before July 6, 2020. SDO Annexes are instructed to consolidate the reports from Elementary, Junior and Senior High School through the Online Submission of Incoming Documents and Communications to SDO-Bataan Records Office www.bit.ly/SDOBTN-RECORDS
- 3. While we strive to provide continued services to our clientless, we remain steadfast to protect the health and safety of our personnel.
 - 4. Reporting of accomplishments/outputs per unit/office is still required.
 - 5. Immediate dissemination of this Memorandum to all concerned is directed.

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

References:

DepEd Order No. 11 s. 2020