

Department of Education

REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

25 Jun 2020

DIVISION MEMORANDUM No. 141, s. 2020

APPROVAL PROCESS ON DETERMINING THE APPLICABLE ALTERNATIVE WORK ARRANGEMENTS (AWA)

To: Asst. Schools Division Superintendent
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. Per Memorandum DM-PHRODFO-2020-00198 re: Clarifications on DepEd Order No. 11, s. 2020, dated June 22, 2020, the approval process on determining the applicable Alternative Work Arrangement (AWA) is as illustrated below:

FUNCTIONAL DIVISION/OFFICE

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:

- Community Quarantine Classification of the office/school/CLC
- b. Office mandate and Exigency of service
- Functions/tasks that can only be rendered in office/school premises or in the field
- d. Health condition and status of personnel (vulnerable, atrisk, etc.)
- Transportation and border limitations of personnel in reporting to workstations

Head of Office shall submit the AWA recommendation to the SDS/CO Director for clearance and onward approval.

BUREAU/ SERVICE/SDO

Director/SDS shall review and endorse for approval the identified work arrangements recommended by the functional units under their supervision

SUPERVISING EXECOM / RD

Supervising
ExeCom/RD shall
review and have final
approval* of the
identified work
arrangements
recommended by
the functional units
under their
supervision/strand

* Based on Item 14 in the

2. School heads are advised to submit data to the Division Office, via online form, the identified work arrangements in the school on or before **June 29**, **2020**, **9:00AM**. Personnel Unit will send to the school heads the link for this purpose. The consolidated proposed work arrangements shall then be endorsed to the Regional Office (RO) for approval by the Regional Director. In case there are changes on the work arrangements, the schools must duly notify the SDO, to be properly endorsed by SDO to RO for approval.

OSDS/AMA



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- 3. Employees who are considered as vulnerable/at-risk are advised to work-from-home. Their status must be closely monitored by their respective school/section head. Any related sensitive information shall only be released when-necessary.
- 4. All are reminded to observe precautionary measures, at all times, in order to contain the infection and avoid transmission among our personnel and the community.
- 5. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent

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

EMPLOYEES

PROCEDURE

OSDS/AMA



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