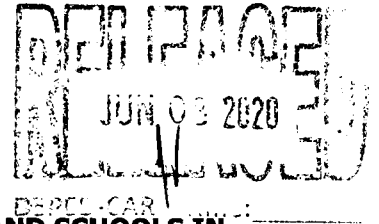




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

June 1, 2020



**REGIONAL MEMORANDUM**

No. 144-2020

**INTERIM GUIDELINES FOR WORK ARRANGEMENT IN OFFICES AND SCHOOLS IN THE DEPED-CAR**

To: Schools Division Superintendents  
School Heads of Public Schools  
All Others concerned

1. With the issuance of the Inter Agency Task Force (IATF) for the Management of Emerging Infectious Diseases placing CAR, among others, under Modified General Community Quarantine (MGCQ), and referring from the guidelines for areas placed under MGCQ, as well as in compliance with Department issuance, the following interim guidelines shall be adopted in the Regional Office, Schools Division Offices, and Schools:

A. Regional Office and Schools Division Offices:

A.1 Physical Work in the Regional Office and Schools Division Offices shall resume in full operational capacity;

A.2. Employees who are 60 years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, shall be on work from home arrangement but may be required to report when their services/presence is needed in the Office. This arrangement is subject to the submission of the employee of a work week plan and weekly accomplishment report (see **Enclosures 1 & 2** of this memo) in coordination with the Chief of Division and the Head of Office;

A.3 Employees who are on work-from-home shall make themselves available during Office hours;

A.4 Considering the factors which may affect the access of employees to and from work station to their residence, the Office shall provide reasonable transportation and lodging support to employees;





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B. Schools

B.1 Teachers and School Personnel shall be on Alternative Work Arrangement adopting the Work From Home and Skeleton Workforce arrangement (per DepED Memo No. 054, s. 2020);

B.2 School Heads, in coordination with the teachers and personnel, shall schedule the days when the teachers and personnel will serve as skeleton workforce in the school and when they will be on work from home. The schedule shall be signed by the school head and submitted for approval of the Schools Division Superintendent.

B.3 School Heads shall assign work from home tasks to teachers and personnel to ensure their participation in the remote enrollment activities;

B.4 Work From Home arrangement is subject to the submission of weekly work plan and work accomplishment (see **Enclosures 1 & 2** of this memo) ;



B.5 Teachers/personnel who are on work-from-home shall make themselves available during Office hours;

B.6 The Head of Office shall ensure that applicable support mechanisms for the teachers and personnel while on Alternative Work Arrangement are provided (Section 4.0 of CSC MC 10, s. 2020).

2. Minimum public health standards as prescribed by the DOH and such other protocols issued by appropriate government agencies should be observed at all times.

3. This work arrangement shall be adopted effective June 1, 2020.

4. For information, guidance, and compliance.

  
**MAY B. ECLAR PhD., CESO V**  
Regional Director  


ORD/MBE/eea

References:

- IATF Res. No. 41
- Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines
- CSC MC 10, s. 2020
- DM 054, s. 2020



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ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15

(Enclosure No. 1 to Regional Memorandum No. 144, s. 2020)

### INDIVIDUAL WORKWEEK PLAN

Name of Employee: \_\_\_\_\_

Office/School: \_\_\_\_\_

Date/s Covered: \_\_\_\_\_

<b>Date and Time</b>	<b>Alternative Work Arrangement</b>	<b>Target Deliverables</b>
6/1/2020 Time-in: 8:00AM Time out:	<i>Skeleton Workforce</i>	
	<i>Work-from-Home</i>	
	<i>Work-from-Home</i>	
	<i>Work-from-Home</i>	
	<i>Skeleton Workforce</i>	

Prepared by:

Approved by:

(Signature of Personnel)

Date:

(Name & Signature of Office/School Head)

Date:

(Enclosure No. 2 to Regional Memorandum No. 144, s. 2020)

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT**

Name of Employee: \_\_\_\_\_

Office/School: \_\_\_\_\_

Date/s Covered: \_\_\_\_\_

<b>Alternative Work Arrangement</b>	<b>Date and Actual Time logs</b>	<b>Actual Accomplishments</b>
<i>Skeleton Workforce</i>	6/1/2020 Time-in: 7:30AM Time out: 5:00 PM	
<i>Work-from-Home</i>		
<i>Work-from-Home</i>		
<i>Work-from-Home</i>		
<i>Skeleton Workforce</i>		

Prepared by:

Verified by:

(Signature of Personnel)

Date:

(Name & Signature of Office/School Head)

Date: