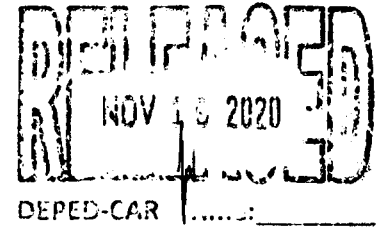




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



November 16, 2020

**REGIONAL MEMORANDUM**

No. 367-2020

**IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT IN DEPED-CAR**

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

1. With the issued Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the period of State of Public Health Emergency due to COVID-19 Pandemic by the Civil Service Commission (CSC) per MC No. 18, s. 2020, the following provisions of the circular and related DepED issuances on Work Arrangements are reiterated:
  - 1.1 Schools Division Offices shall implement appropriate work arrangements in their respective jurisdiction or area of responsibility, based on the prevailing community quarantine classification in their locality, and to facilitate the safe return of teaching and non-teaching personnel to workplaces and schools/CLCs. (Sec. 4, D.O. 11, s. 2020);
  - 1.2 SDOs may adopt any, or a combination of the following Alternative Work Arrangements (AWA) identified by the CSC, during the state of National emergency due to COVID-19 Pandemic (CSC MC 18, s. 2020):
    - a. Work-From-Home – refers to an output oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside the Office;
    - b. Skeleton (Skeletal) Workforce – work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible;
    - c. Four-Day Compressed Workweek – work arrangement whereby the employees' workweek is compressed to four (4) days each week;





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- d. Workshifting/Flexible (Staggered) Working Hours – applicable to offices /agencies that observe work shifting or flexible working time; and
  - e. Other Alternative Work Arrangements – consisting of a combination of the above-enumerated work arrangements or other work arrangements subject to the prevailing community quarantine in the area where the agency is located and appropriate/applicable to the agency mandate/functions.
- 1.3 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. (Sec. 1, DM-PHRODFO-2020-00198);
- 1.4 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 (Sec. 7, DM-PHRODFO-2020-00198):
- 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, 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;
  - 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;
2. Schools Division Offices shall revisit and update if necessary, the existing work arrangement implemented in the Offices and schools/CLCs following the Process Flow



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in the determination of applicable Alternative Work Arrangement as prescribed in Annex C of DM-PHRODFO-2020-00198;

3. SDOs shall submit (thru email) to the Regional Office an updated report on the following using Form Annex B of DM-PHRODFO-2020-00198:
  - 3.1 Identified AWA in the units/offices in the SDO Proper;
  - 3.2 Summary report on the identified AWA of the schools/CLCs in the SDO
4. Regional Office employees may opt for the following AWA subject to the recommendation of the respective Chiefs of Divisions for approval by the Head of Office:
  - 4.1 Three-day workweek and 2- day work-from-home;
  - 4.2 Four-day (Compressed) Workweek;
  - 4.3 5 days work-from-home for those 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risks, and pregnant women.
5. A report on the updated AWA implemented by the SDOs and the Regional Office shall be submitted by the Regional Office to the Civil Service Commission.
6. For information, guidance, and compliance.

  
**ESTELA L. CARIÑO EdD, CESO IV**  
Director IV/Regional Director

FEV/ea

**References:**

- CSC MC 18, s. 2020
- D.O. 11, s. 2020
- DM-PHRODFO-2020-00198

C. Flowchart in the Determination of the Applicable AWA

