



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

12 March 2020

DIVISION MEMORANDUM
No. 081, s. 2020

**INTERIM GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS FOR THE
DURATION OF THE STATE PUBLIC HEALTH EMERGENCY PURSUANT TO
PROCLAMATION NO. 922**

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. Pursuant to *Civil Service Commission (CSC)* Memorandum Circular 7, s. 2020, to prevent the spread of Corona Virus Disease – 2019 (COVID-19), the four-day workweek shall be implemented in the Division Office. Accordingly, Division Office Personnel shall observe a four-day workweek instead of working for five (5) days a week and work schedule from 7:00 a.m. to 7:00 p.m, effective **March 16, 2020**.
2. The four-day workweek shall be governed by the following guidelines:
 - a. Unit heads after agreement with the employee/s shall designate the day-off of the employee/s
 - b. Employees must render not less than ten (10) hours of work a day, exclusive of meal periods. They may report to work anytime from 7:00 a.m. to 8:00 a.m. and may end work anytime between 6:00 p.m. and 7:00 p.m. after completing the ten-hour workday.
 - c. Employees who report for work beyond 8:00 a.m. shall be considered tardy. Those who do not complete ten (10) hours in one (1) workday shall be considered undertime. Off-setting tardiness or undertime shall not be allowed.
 - d. The official lunch break shall be maintained at 12:00 noon to 1:00 p.m. regardless of the time the employee reports to work.
 - e. One-day absence shall be considered as a ten-hour absence and shall be deducted proportionally from the employee's leave credits.
 - f. Employees who are required to report for work on their scheduled day-off shall be entitled to 1.5-day compensatory time-off.
 - g. EXECOM Meeting is scheduled on every morning of Tuesday, hence, EXECOM members are discouraged to schedule their day-off on Tuesday

OSDS/AMA



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- h. For the meantime, checking of attendance during the flag raising ceremony shall be for record purposes only and not as reference for administrative action.
3. Unit heads shall ensure that government transactions specially the frontline services are not hampered. Consequently, they shall submit to the Office of the Schools Division Superintendent (OSDS) the recommended work schedule of employee/s in their respective unit on or before **March 13, 2020**. Approved work schedule shall be forwarded to the Personnel Office for reference.
4. Unit Heads and School Heads shall ensure that the employee/s providing essential services (e.g. health workers, first responders, and frontlines) is/are provided with support mechanism such as the following:
- Health interventions;
 - Stress debriefing; and
 - Appropriate technologies to minimize face to face contact
5. School Heads are hereby encouraged to recommend internal guidelines for their schools, subject to the approval of the Schools Division Superintendent.
6. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE

Asst. Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

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

ATTENDANCE

POLICY

TARDINESS

WORK HOURS

OSDS/AMA



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