



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

25 Jun 2020

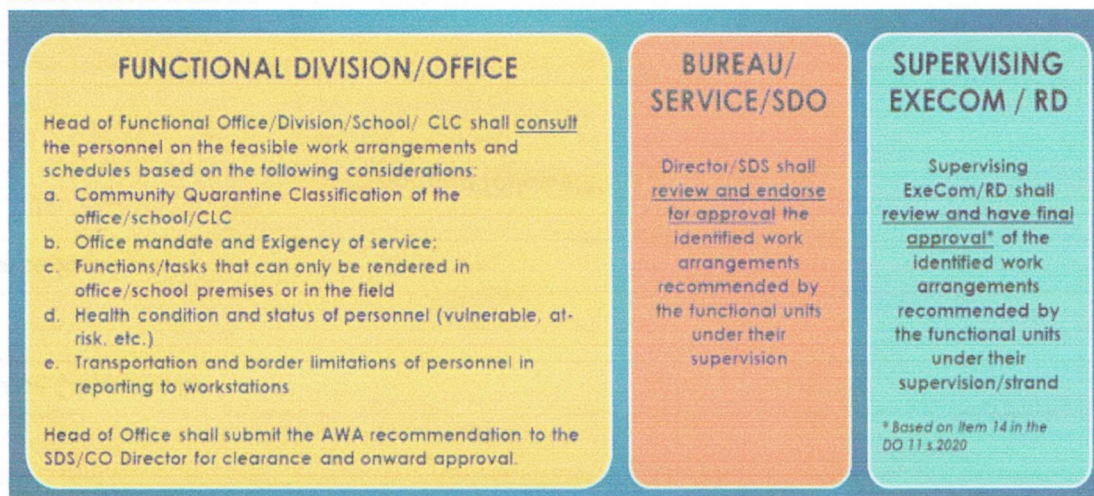
DIVISION MEMORANDUM

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

- 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:



- 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



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
 Website: www.depedelsalvadorcity.net | Email: elsavador.city@deped.gov.ph



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

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



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsavador.city@deped.gov.ph