



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

01 Jun 2021

DIVISION MEMORANDUM
No. 195, s. 2021

**WORK ARRANGEMENT WITH REFERENCE TO RESOLUTION NO. 118-A, S.
2021 ISSUED BY THE INTER-AGENCY TASK FORCE (IATF) FOR THE
MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

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. With reference to Resolution No. 118-A, s. 2021 issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, the current risk-level classification are as follows:
 - a. Misamis Oriental- Modified General Community Quarantine (MGCQ) until June 30, 2021
 - b. Cagayan de Oro City - Modified Enhanced Community Quarantine (MECQ) until June 15, 2021
2. As per records, this Division have employees who are residing in Cagayan de Oro City. In consideration of the restrictions in the transportation, all employees who are residing in Cagayan de Oro City are hereby advised to work from home until June 15, 2021. Item 16.a.iii of DepEd Order 11, s. 2020 is reiterated for this purpose:
 - a. Head of offices and schools shall ensure that personnel are given tasks to be performed to the full extent possible in terms of person-days per workweek;
 - b. Personnel under WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers;
 - c. No record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence
3. Although the latest IATF Resolution classified El Salvador City under MGCQ, this Office has observed that there has been an increase in the number of

OSDS/AMA



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



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

COVID-19 cases in the city. Accordingly, all are reminded to **strictly observe the following safety protocols:**

- a. "No mask & face shield, no entry" policy
 - b. Frequent sanitation and hand washing
 - c. Avoid touching surfaces and face
 - d. At least 1 meter apart
 - e. Stay at home if showing symptoms (*advised to call the Division Medical Officer immediately*)
4. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of the Memorandum to all concerned is enjoined.

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:

ATTENDANCE

EMPLOYEE

OSDS/AMA



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