



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

17 Sep 2021

DIVISION MEMORANDUM
No. 365, s. 2021

**ADJUSTED WORK ARRANGEMENT FOR SCHOOL-BASED PERSONNEL
EFFECTIVE SEPTEMBER 20, 2021**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Others Concerned
This Division

1. In consideration of the rising number of COVID-19 cases in the locality, work arrangement for school-based personnel is hereby adjusted effective **September 20, 2021**. All school-based personnel shall **report on-site for 3 days only and work from home for 2 days in a week**. Service rendered each day must total to 8 hours, exclusive of the 1-hour lunch break.
2. All other provisions in Division Memorandum 236, s. 2020 shall remain to be enforced. Attached are the links for the submission of documents enumerated in item 1.2. of Division Memorandum 236, s. 2020.
3. This Office would like to reiterate that it adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are 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.
4. 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:

ATTENDANCE EMPLOYEE WORK HOURS

OSDS/AMA



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(Enclosure No. 1 to Division Memorandum No. OLAC, s. 2021)

**LINKS FOR SUBMISSION OF DOCUMENTS AS REQUIRED IN ITEM 1.2. OF
DIVISION MEMORANDUM 236, S. 2020**

DATA/DOCUMENT FOR SUBMISSION	LINK
Office/School Workweek Plan	https://tinyurl.com/ELSAWWPandAR
Individual Daily Log & Accomplishment	
SCHOOLS DIVISION OFFICE	https://tinyurl.com/OLASchoolsDivisionOffice
AMOROS ES	https://tinyurl.com/OLAAmorosES
BOLISONG ES	https://tinyurl.com/OLABolisongES
COGON ES	https://tinyurl.com/OLACogonES
EL SALVADOR CITY CS	https://tinyurl.com/OLAElSalvadorCityCS
HIMAYA ES	https://tinyurl.com/OLAHimayaES
HINIGDAAN ES	https://tinyurl.com/OLAHinigdaanES
KALABAYLABAY ES	https://tinyurl.com/OLAKalabaylabay
KIBONBON ES	https://tinyurl.com/OLAKibonbonES
MOLUGAN ES	https://tinyurl.com/OLAMoluganES
PSB ES	https://tinyurl.com/OLAPedroSaBaculioES
SAMBULAWAN ES	https://tinyurl.com/OLASambulawanES
SFDA ES	https://tinyurl.com/OLASanFranciscodeAasisES
SINALOC ES	https://tinyurl.com/OLASinalocES
TAYTAY ES	https://tinyurl.com/OLATaytayES
ULALIMAN ES	https://tinyurl.com/OLAUlalimanES
COGON NHS	https://tinyurl.com/OLACogonNHS
EL SALVADOR CITY NHS	https://tinyurl.com/OLAElSalvadorCityNHS
HIMAYA NHS	https://tinyurl.com/OLAHimayaNHS
HINIGDAAN NHS	https://tinyurl.com/OLAHinigdaanNHS
MOLUGAN NHS	https://tinyurl.com/OLAMoluganNHS
SAMBULAWAN NHS	https://tinyurl.com/OLASambulawanNHS
SFDA NHS	https://tinyurl.com/OLASanFranciscodeAasisNHS
SINALOC NHS	https://tinyurl.com/OLASinalocNHS
AMOROS ES	https://tinyurl.com/OLAAmorosES
BOLISONG ES	https://tinyurl.com/OLABolisongES
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