



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

28 Oct 2021

DIVISION MEMORANDUM
No. 442, s. 2021

**ADJUSTED WORK ARRANGEMENT FOR SCHOOLS DIVISION OFFICE (SDO)-
BASED PERSONNEL EFFECTIVE NOVEMBER 02, 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 number of employees who are already vaccinated against COVID-19, work arrangement for SDO-based personnel is hereby adjusted effective **November 02, 2021**. Units may opt any of the following work arrangement:
 - a. **Compressed work-week arrangement:** Report on-site for 4 days a week. Service rendered each day must total to 10 hours, exclusive of the 1-hour lunch break.
 - b. **Report on-site for 4 days and work from home for 1 day 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.
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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