



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

15 Oct 2021

DIVISION MEMORANDUM

No. 474, s. 2021

**ADJUSTED WORK ARRANGEMENT FOR PERSONNEL DEPLOYED IN SCHOOLS  
AUTHORIZED TO PILOT FACE-TO-FACE CLASSES**

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

1. This is to inform the field that work arrangement for personnel stationed in schools conducting pilot face-to-face classes is adjusted **effective immediately**. Personnel stationed at San Francisco de Asis National High Schools and San Francisco de Asis Elementary School are requested to **report on-site for 5 days**. Service rendered each day must total to 8 hours, exclusive of the 1-hour lunch break.
2. 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.
3. This is for your 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



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)