



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

15 Oct 2021

DIVISION MEMORANDUM

No. 475, s. 2021

**ADJUSTED WORK ARRANGEMENT FOR SCHOOL-BASED PERSONNEL
EFFECTIVE DECEMBER 01, 2021**

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 school-based personnel is adjusted effective **December 01, 2021**. All school-based personnel shall **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. All other provisions in Division Memorandum 236, s. 2020 shall remain to be enforced.
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

