



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

17 Jan 2022

DIVISION MEMORANDUM
No. 030, s. 2022

**ADJUSTED WORK ARRANGEMENT BASED ON INTER-AGENCY TASK FORCE
(IATF) RESOLUTION 157-A PLACING MISAMIS ORIENTAL
UNDER ALERT LEVEL 3**

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 per IATF Resolution 157-A, Misamis Oriental is placed under Alert Level 3. As part of the province of Misamis Oriental, El Salvador City is considered as one of the areas wherein case counts are high and/or increasing, with total bed utilization rate and intensive care unit utilization rate at increasing utilization. Consequently, work arrangement is adjusted effective immediately until further notice.
2. School heads and section heads shall submit the proposed schedule for their school/unit to attendance.elsalvadorcity@deped.gov.ph, for approval of the SDS. In the proposed schedule, employee shall report on-site for 3 days and work from home for 2 days. 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 in force and in effect.
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. This is for your information, guidance and compliance


OLGA C. ALONSABE

Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

ATTENDANCE EMPLOYEE WORK HOURS

OSDS/AMA



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