



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

01 Mar 2022

DIVISION MEMORANDUM
No. 100, s. 2022

**PROVISION ON WORK IN GOVERNMENT BASED ON THE IMPLEMENTED
ALERT LEVEL SYSTEM FOR COVID-19 RESPONSE**

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

1. This is to remind all offices and schools on the minimum/required percentage of the workforce that needs to be present on-site, based on the latest *Guidelines on the Implementation of Alert Levels System for Covid-19 Response* set forth last November 18, 2021, details to wit:

Alert Level	Provision on Work in Government
Alert Level 5	Areas placed under Alert Level 5 shall observe the guidelines applicable to Enhanced Community Quarantine (ECQ) as provided for under the IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, as amended. The benefits applicable to ECQ shall be applicable in Alert Level 5.
Alert Level 4	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 40% on-site capacity while applying work-from-home and other flexible work arrangements.
Alert Level 3	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 60% on-site capacity while applying work-from-home and other flexible work arrangements.
Alert Level 2	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 80% on-site capacity while applying work-from-home and other flexible work arrangements.
Alert Level 1	All establishments, persons, or activities, are allowed to operate, work, or be undertaken at full on-site or venue/seating capacity provided it is consistent with minimum public health standards; provided further, that

OSDS/AMA



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



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	face-to-face classes for basic education shall be subject to prior approval of the Office of the President.
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2. School heads and section heads shall ensure that the work schedule/ workweek plan observed by their respective school, unit or section is compliant with the above provisions. Copy of their approved work schedule must be furnished to the Personnel Unit via email: attendance.elsalvadorcity@deped.gov.ph.
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 POLICY

OSDS/AMA



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