



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

01 Apr 2022

DIVISION MEMORANDUM
No. 147, s. 2022

**ADJUSTED WORK ARRANGEMENT BASED ON INTER-AGENCY TASK FORCE
(IATF) RESOLUTION 165-E PLACING MISAMIS ORIENTAL
UNDER ALERT LEVEL 1**

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 165-E, Misamis Oriental is already placed under Alert Level 1. As part of the province of Misamis Oriental, El Salvador City is considered as one of the areas **under Alert Level 1** effective April 1-15, 2022. As per latest Guidelines on the Implementation of Alert Levels System for Covid-19 Response set forth last November 18, 2021, under 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 face-to-face classes for basic education shall be subject to prior approval of the Office of the President. Effective **April 4, 2022**, no employee shall be under work-from-home (WFH) arrangement. Hence, all should already report on-site.
2. Flexible working hours shall still apply starting from 7:00 a.m. to 9:30 a.m. until 4:00 p.m. to 6:30 p.m., provided that the following conditions are complied with:
 - a. Service rendered each day must total to 8 hours, exclusive of the 1-hour lunch break.
 - b. Heads of schools/sections/units must ensure that the public is ensured of the continuous services from 8 o' clock in the morning to 5 o' clock in the afternoon and that public service delivery is uninterrupted even during lunch breaks
 - c. Report of employees' schedule applicable for the month should be submitted to Personnel Unit (via email to attendance.elsalvadorcity@deped.gov.ph) to serve as reference in the attendance report and monitoring. Kindly refer to the enclosed template and illustrative example.

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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3. All are reminded to wear the prescribed uniform (appropriate attire if exempted from wearing prescribed uniform) and observe the minimum safety and health protocols while reporting on-site.
4. 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.
5. This is for your information, guidance and compliance.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

ATTENDANCE EMPLOYEE POLICY WORK HOURS

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Enclosure to Division Memorandum 147, s. 2022

Template for Schedule of Employees

SCHEDULE OF EMPLOYEES			
for the month: April 2022			
Unit/Section/School: ABC Elementary School		Total No. of Employees: 4	
NAME OF EMPLOYEE	POSITION	SCHEDULE	LUNCH BREAK
Anna D. Cruz	School Principal I	8:00 AM – 5:00 PM	12:00 NN – 1:00 PM
Bea R. Macana	Teacher III	7:00 AM – 4:00 PM	11:00 AM – 12:00 NN
Juan L. Capistrano	Teacher I	9:00 AM – 6:00 PM	1:00 PM – 2:00 PM
Pedro M. Chua	Teacher I	9:30 AM – 6:30 PM	12:00 NN – 1:00 PM
Prepared by:			
<i>Signature of School Head</i>			
NAME OF SCHOOL HEAD			
School Head			

Possible Questions and Answers (with reference to sample above):

Q1: If Anna D. Cruz reports at work at 8:30 AM, is she considered late?

A1: Yes. Since Anna D. Cruz is scheduled to work at 8:00 AM to 5:00 PM, she must be able to report to work on or before 8:00 AM. If she reported to work only at 8:30 AM, she is considered as late for 30 minutes.

Q2: Will it be okay if all of us will schedule our lunch break on 12:00 NN- 1:00 PM?

A2: No. It should be noted that heads of each unit/section/school must ensure that public service delivery is uninterrupted even during lunch breaks. Hence, employees within the unit/section/school must be scheduled in a manner that service is not interrupted even during lunch breaks.

Q3: May Juan L. Capistrano report to work on April 19, 2022 by 7:00AM – 4:00 PM then report to work on April 26, 2022 by 9:30 AM-6:30 PM, since flexible working hours still apply starting from 7:00 AM to 9:30 AM. until 4:00 PM to 6:30 PM?

A3: Although flexible work hours allow employees to choose preferred scheduled for the month, it does not mean that they may change their schedule whenever they wish within the month. Since Juan L. Capistrano's schedule is already set at 9:00 AM-6:00 PM for the month of April 2022, he must report following his schedule.

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