



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

08 Apr 2022

DIVISION MEMORANDUM

No. 157, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM 147, S. 2022 RE: 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 Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. With reference to DepEd Memorandum 29, s. 2022, the following shall be observed by the schools while under Alert Level 1:
 - a. School Heads shall continue to submit School Workweek Plan to serve as guide on the work assignment and tasks to be accomplished by all teaching and nonteaching personnel under their jurisdiction;
 - b. All shall use the biometric machines and logbooks to record their daily time logs. The same shall be recorded in the Daily Time Record (DTR) and the Online Log of Attendance and Accomplishments for performance monitoring purposes and to facilitate the timely submission of Form 7 to the Regional Payroll Services Unit (RPSU);
 - c. Heads of offices/schools shall ensure the provision of necessary support and resources to all personnel reporting onsite to avoid delay and disruption in the delivery of basic education services and ensure compliance with minimum health and safety protocols; and
 - d. Employees who have comorbidities and/or pregnant who wish to avail the remote and flexible work arrangements must write a letter (with details of their condition) to their school heads who shall then endorse/recommend the same to the Division Office for further evaluation and consideration.

2. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provision of Republic Act No. 8491, or the *Flag and Heraldic Code of the Philippines*. All schools are advised to conduct the flag-raising ceremony not later than 7:30 AM. Accordingly, all employees are expected to observe work schedules not later than 7:30 AM during Mondays.

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
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3. For purposes of clarification, the Personnel Unit will conduct a virtual consultation conference on April 19, 2022, 2:00 PM – 4:00 PM via MS Teams. Link will be provided via email.
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

OSDS/AMA



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