



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

01 May 2022

DIVISION MEMORANDUM
No. **178** s. 2022

**WORK ARRANGEMENT FOR SCHOOL-BASED PERSONNEL
EFFECTIVE MAY 2 TO 13, 2022**

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 the Official Statement issued by the Office of the Secretary, teachers are allowed not to report on-site on May 2-13, 2022, details to wit:
 - a. **Teachers who will serve the elections** shall make the necessary preparations for election activities before election day and shall conduct post-election activities in the schools (used as polling places)
 - b. **Teachers not serving in the elections** shall continue to attend to tasks including the accomplishment of school forms, preparation of instructional materials, preparation of learning plans, and evaluation of learners' outputs/ portfolios, during the period.
3. School Heads and other non-teaching personnel are expected to continue to report on-site, with reference to IATF Resolution 167-A placing Misamis Oriental under Alert Level 1 on May 1-15, 2022.
4. This Office reiterates that it shall adhere to the Equal Opportunity Principle (EOP) in all its decisions and actions. It shall refer 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. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

To be indicated in the Perpetual Index
Under the following subjects:
ATTENDANCE EMPLOYEES WORK HOURS

