Republic of the Philippines

# Department of Education

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF EL SALVADOR CITY

**30 Jun 2022**

DIVISION MEMORANDUM
No. 273, s. 2022

**WORK ARRANGEMENT EFFECTIVE JULY 01, 2022**

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 effective July 1, 2022, employees may opt to avail either of the following work arrangements:
   a. Compressed Work Week (4 days a week, 10 hours per day)
   b. 4 days on-site and 1 day flexi place (at home, satellite office or another fixed place)

2. Attached is Annex A of CSC Memorandum Circular 6, s. 2022 to serve as reference as to tasks allowed to be accomplished outside the office. Workweek plan and workweek accomplishment reports shall be submitted to this office, following the templates provided in DepEd Order 11, s. 2020.

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, PhD, CESO V**
Schools Division Superintendent

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

ATTENDANCE EMPLOYEE POLICY WORK HOURS

OSDS/AMA

**ANNEX A**

Tasks that may be allowed to be accomplished outside the office:

1. Research;
2. Policy formulation/review/amendment;
3. Project work, including but not limited to, drafting of proposals/project studies/training modules;
4. Data encoding/processing;
5. Adjudication of cases or review of cases, including legal work;
6. Budget planning and forecasting;
7. Recording, examination and interpretation of financial records and reports;
8. Evaluation and formulation of accounting, auditing and management control systems;
9. Computer programming;
10. Database maintenance;
11. Design work/drafting of drawing plans;
12. reparation of information materials;
13. Sending/receiving e-mail;
14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
15. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.