



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

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02 Sep 2022

DIVISION MEMORANDUM  
No. 378, s. 2022

**WORK ARRANGEMENT EFFECTIVE SEPTEMBER 05, 2022**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field that **effective September 05, 2022**, the following shall work arrangement shall be observed:
  - a. **School-based personnel** – work arrangements to be observed shall be agreed between the school head and teachers; Latest time in for School Heads and non-teaching personnel should be 8:00 AM while teachers' schedule should align with their class schedule.
  - b. **Division Office personnel** – employees shall report on-site for 5 days a week. Service rendered each day must total to 8 hours, exclusive of the 1-hour lunch break. Earliest time in is 7:00 AM while latest time in is at 8:30 AM; An inter-office memorandum will be issued relative to this matter
2. Division/Section/Unit/ School Heads shall submit to this office the work schedule of each employee following the format suggested in the enclosure. Work schedule approved by the Schools Division Superintendent will then be the basis of the Personnel Unit in generating attendance reports for salary/benefits and recommendations for possible administrative sanction/s.
3. All employees are expected to observe at all times the minimum health and safety protocols against COVID-19 such as wearing of face masks, social distancing and temperature checking.

OSDS/AMA

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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 This shall be effective until revoked or rescinded by this Office.

**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 378, s. 2022

A. Suggested Template for Schedule of Employees- **School-Based Personnel**

<b>SCHEDULE OF EMPLOYEES</b>				
for the period: <b>September 05-30, 2022</b>				
School: <b>ABC Elementary School</b>			Total No. of Employees: <b>4</b>	
NAME OF EMPLOYEE	POSITION	WORK SCHEDULE	SCHEDULE OF CLASSES HANDLED	LUNCH BREAK

Prepared by:

*Signature of School Head*  
**NAME OF SCHOOL HEAD**  
School Head

B. Suggested Template for Schedule of Employees- **Division Office Personnel**

<b>SCHEDULE OF EMPLOYEES</b>			
for the period: <b>September 05-30, 2022</b>			
Unit/Section: <b>ABC Unit</b>		Total No. of Employees: <b>4</b>	
NAME OF EMPLOYEE	POSITION	SCHEDULE	LUNCH BREAK
Anna D. Cruz	Administrative Officer V	8:00 AM – 5:00 PM	12:00 NN – 1:00 PM
Bea R. Macana	Administrative Officer IV	7:00 AM – 4:00 PM	11:00 AM – 12:00 NN
Juan L. Capistrano	Administrative Officer II	8:30 AM – 5:30 PM	1:00 PM – 2:00 PM
Pedro M. Chua	Administrative Aide VI	7:30 AM – 4:30 PM	12:00 NN – 1:00 PM

Prepared by:

*Signature of School Head*  
**NAME OF UNIT/SECTION HEAD**  
Unit/Section Head

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