



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

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06 Oct 2022

DIVISION MEMORANDUM  
No. 436, s. 2022

**SITUATIONS WHEN FLEXIPLACE IS ALLOWED AS A WORK ARRANGEMENT**

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. With reference to CSC Memorandum Circular No. 6, s. 2022, Flexiplace is one of the Flexible Work Arrangements (FWAs) allowed for implementation in the government. Flexiplace is defined as an output-oriented work arrangement that authorizes employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis **duly approved by the head of office/agency**. This work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based, e.g., project proposal preparation, reports preparation, research, case adjudication, and **other analogous circumstances**.
2. The following are the tasks which may be allowed to be accomplished outside the office:
  - a. Research;
  - b. Policy formulation, review or amendment;
  - c. Project work, including but not limited to, drafting of proposals, project studies or training modules;
  - d. Data encoding or processing;
  - e. Adjudication of cases or review of cases, including legal work;
  - f. Budget planning and forecasting;
  - g. Recording, examination and interpretation of financial records and reports;
  - h. Evaluation and formulation of accounting, auditing and management control systems;
  - i. Computer programming;
  - j. Database maintenance;
  - k. Design work or drafting of drawing plans;
  - l. Preparation of information materials;
  - m. Sending and/or receiving email;

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- n. HR Tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
  - o. 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 of office or the management.
3. For instances when internet connectivity in the workplace is poor and/or unstable and that an employee needs internet connection to accomplish the targets deliverable and/or employee will participate in a virtual activity (e.g., SEAMEO training and DMEA), flexiplace may be allowed. Since flexiplace should be duly approved by the head of the office, the program holder should indicate the following statement in the memorandum issued for activities to be conducted virtually:
- “As this activity will be conducted virtually, participants are allowed to be under flexiplace arrangement on \_\_\_\_\_ (indicate date/s). The employee may opt to work either at his or her home/residence or at any agency satellite office (Division Office or any nearby school with stable internet connectivity). Certificate of participation issued at the end of the activity shall serve as basis for employee’s attendance on the above-mentioned date/s.”*
4. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be 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. For 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

BENEFITS

PROCEDURE

WORK HOURS

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