



Republic of the Philippines
Department of Education
CARAGA REGION

May 15, 2020

REGIONAL MEMORANDUM

No. 209, s. 2020

To: Assistant Regional Director
Chiefs of the Regional Divisions
Schools Division Superintendents
All Concerned
This Region

REVISED WORK ARRANGEMENT GUIDELINES UNDER THE
GENERAL COMMUNITY QUARANTINE (GCQ)

1. On May 11, 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases issued Resolution No. 35 placing Caraga Region under General Community Quarantine effective May 16, 2020.

2. In compliance with Civil Service Commission Memorandum Circular No. 10, s. 2020, *Revised Interim Guidelines for Alternative Work Arrangement and Support Mechanisms for Workers in the Government During the Period of State of National Emergency due to COVID-19 Pandemic*, this Office hereby adopts the following work arrangements for the duration of the General Community Quarantine in the Region:

2.1 Alternative Work Arrangements. The Regional, Schools Division Offices and School-Based Non-Teaching Personnel may adopt any or a combination of the following work arrangements:

a. Five-day Workweek – the employee occupying most essential function reports to work from 8:00 am to 5:00 pm daily for five (5) days.

b. Four-day (Compressed) Workweek – the employee reports to work from 7:00 am to 6:00 pm for four (4) days.

c. Four days on-site, one day Work-from-Home – the employee reports to work from 8:00 am to 5:00 pm for four (4) days and works from home from one (1) day.

d. Three days on-site, 2 days Work from Home – for employees who are sixty (60) years old and above, pregnant women and those with immunodeficiency, comorbidities or other health risk.

3. Work-from-Home Arrangement is an *output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office* (CSC MC 10, s. 2020). Hence, employees who are on Work-from-Home shall be assigned specific tasks or projects and must be required to submit an



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accomplishment report. They shall likewise make themselves available during the work hours that they are at home.

4. Employees who cannot report during their assigned work schedule shall be considered absent.

5. Schools Division Superintendents and Chiefs of Regional Divisions are required to formulate an adjusted work arrangement effective May 16-31 or upon the duration of the GCQ in the Region.

6. Measures to reduce vulnerability, transmission, contact and monitoring probable infection provided in Regional Memorandum No. 198, s. 2020 remain in effect. Emphasis is made in the measures to limit physical contact among employees in the office.

7. Please be guided accordingly.

FRANCIS CESAR B. BRINGAS, CESO V

Director III

Officer-In-Charge, Office of the Regional Director

Encls.: CSC Memorandum Circular 10, 2. 2020

Reference: CSC MC 10, s. 2020

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

COVID-19 EMPLOYEES WORK ARRANGEMENT

PER/srp
5/15/2020