



Republic of the Philippines
Department of Education
CARAGA REGION

Released:
April 13, 2020

April 13, 2020

REGIONAL MEMORANDUM
No. 185, s. 2020

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

**GUIDELINES ON THE IMPLEMENTATION OF WORK ARRANGEMENT PURSUANT
TO THE DECLARATION OF CARAGA REGION UNDER THE ENHANCED
COMMUNITY QUARANTINE**

1. On April 7, 2020 the Regional Inter-Agency Task Force-Corona Virus Caraga Shield (IATF-CVCS) had placed the entire Caraga Region under the Enhanced Community Quarantine (ECQ) after the Department of Health confirmed one patient from Butuan City tested positive of COVID-19.
2. Under the ECQ status, the Department of Education issued as basis of adopting work arrangement Office Memorandum OM-OSEC-2020-001 dated March 19, 2020 entitled Authorization of Office and Field Work for Identified Critical Tasks in Areas Covered by Enhanced Community Quarantine.
3. The DepEd Office Memo provides among others guidelines on certain critical office services and functions that will be impossible to do from a completely home-based work arrangement and will require physical presence which includes but not limited to the following:
 - I. Staff assistance to enable decision making;
 - II. Certain aspects of financial transactions such as payments of salaries;
 - III. Bank transactions;
 - IV. Procurement;
 - V. Security of premises;
 - VI. Internal COVID-19 monitoring and emergency response
4. The Regional Office adopts and directs SDOs to implement the foregoing specific work arrangement on various personnel whose services and functions are deemed critical effective April 13 to April 30, 2020 or until such time that the Enhanced Community Quarantine is lifted.



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2020-04-4639

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

5. Unless otherwise required to report by their respective heads of offices, the following Regional and Schools Division Office personnel are required to physically report to the Office, as scheduled:

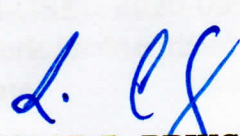
Unit/Section	RO	SDO	Schedule
Accounting		Accountant	Twice a week
		Accounting Staff	Twice a week
Budget		Budget Officer	Twice a week
Administrative		Payroll In-Charge	Twice a week
		Cashier	Twice a week
		AO-V Admin	Twice a week
		Sec. Guard	On Regular Shift
		Driver	Aligned with Office personnel schedule
		Job Order/Utility	Once a week (disinfect/clean)
		Job Order/Utility	Once a week (disinfect/clean)
Office of the SDS		SDS/ASDS	Twice a week
Finance Division	CAO or her authorized alternate signatory		Twice a week
	Accountant		Twice a week
	Accountant		Twice a week
	Budget Officer		Twice a week
Admin Service Division	CAO or his authorized alternate signatory		Twice a week
	RPSU In-Charge		Thrice a week
	Payroll Clerk		Thrice a week
	Payroll Clerk		Thrice a week
	Cashier		Thrice a week
	Sec. Guard		On Regular Shift
	Driver		Aligned with Office personnel schedule
	Job Order/Utility		Once a week (disinfect/clean)
	Job Order/Utility		Once a week (disinfect/clean)
Office of the RD	RD/ARD		Twice a week

6. Employees who are required to be physically present are mandated to strictly comply and observe the provisions of **DepEd Task Force COVID-19 Memorandum No. 025, s. 2020** on the **Minimum Standards for Social**

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Distancing/Baseline Protocols to be Observed in the Workplace, Travel, and Home and Private Space and Time of Deployed Personnel during the Enhanced Community Quarantine.

7. Deliverables of personnel on work from home arrangement based on previous issuances are still expected and accomplishment reports shall be submitted to the heads of offices on the first week of May.
8. Employees with pre-existing conditions, immuno-compromised, pregnant and over 60 years old are absolutely on a work from home arrangement.
9. Unless required, employees who are non-residents of municipalities, cities and provinces where they hold office shall be on a work from home arrangement.
10. Each office personnel should be issued Certificate of Employment and valid Office Identification in addition to quarantine/work pass issued by their respective local government units.
11. Prior issuances inconsistent herewith are hereby revoked, repealed and modified accordingly.
12. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer- In-Charge
Office of the Regional Director

Encl.: NONE

Reference: DepEd Office Memorandum OM-OSEC-2020-001
DepEd Task Force COVID - 19
Memorandum No. 025, s 2020

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

COVID-19

GUIDELINES

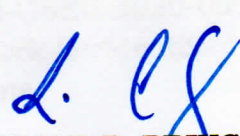
MEMORANDUM

ASD/jbr
04/12/2020

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