



Republic of the Philippines
Department of Education
CARAGA REGION



September 18, 2020

REGIONAL MEMORANDUM

No. 393, s. 2020

ALTERNATIVE WORK ARRANGEMENT (AWA) FOR SCHOOL-BASED PERSONNEL
APPLICABLE TO GCQ AND MGCQ STATUS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Elem and Sec School Heads
All Concerned
This Region

1. The continuing surge of COVID-19 positive cases in the Region poses a risk to all DepED personnel and learners most especially with the coming opening of classes for School Year 2020-2021.
2. The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) issued Omnibus Guidelines on Community Quarantine of the Philippines as amended, to provide a categorical set of guidelines to private and public sectors.
3. The Department of Education issued DepEd Order No. 011, s. 2020 entitled *Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Health Emergency Due to COVID-19 Pandemic* which set work arrangement guidelines for all teaching and non-teaching personnel. Deped Memorandum DM-PHRODFO-2020-00198, RE: *Clarification on D.O. 011, s. 2020* was subsequently issued to reinforce clarifications on the work arrangement based on prevailing local conditions and subsequent development and declarations on status of risk in a certain region or locality.

Consonant thereto, this Regional Office issues the following policies and guidelines effective **September 21, 2020** for guidance of all field and school-based personnel.

OPENING OF CLASSES AND HOW CLASSES WILL BE DELIVERED

4. DepEd issued D.O. No. 012, s. 2020, *Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in the Light of the COVID-19 Public Health Emergency* and in adherence to the IATF guidelines:

4.1 Face-to-face or in-person classes shall be suspended. For Academic Year 2020-2021, the following shall be observed for the conduct of classes:



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- a. The Basic Education Learning Continuity Plan of the Department of Education (DepEd) shall be adopted;
 - b. The official opening of classes for School Year 2020-2021 shall be on October 5, 2020 as per Memorandum from the Office of the President dated August 14, 2020;
 - c. Adoption of various learning delivery options such as but not limited to, distance learning, radio-based and tv-based instruction, blended learning, home schooling and other modes of delivery shall be implemented depending on the local COVID Risk Severity Classification and compliance with minimum public health standards; and
 - d. Conduct of curricular and co-curricular activities involving gatherings such as science fairs, showcase of portfolios, trade fairs, school sports, campus journalism, festival of talents, job fairs, and other similar activities is cancelled, except those conducted online.
5. Guided by the following key dimensions, schools shall observe these phases of the Basic Education Learning Continuity Plan of Caraga:

5.1 Safe Operation

- *When Schools are opened* - Monitor the hygienic practices at all levels.
 - Monitor the compliance to physical distancing and other health related protocols.
 - Monitor and evaluate regularly the proper implementation of the different learning modalities.
 - Monitor regularly the health of learners and teaching personnel.

5.2 Focus on Learning

- *When Schools are opened*
 - Design assessment tools to measure learning outcomes
 - Monitor and assess the teaching-learning applications of capacity buildings provided to teachers
 - Ensure provision of technical assistance to teaching personnel
 - Apply essential assessment methods
 - Conduct regular Parent-Teacher Conference to ensure updating and mutual support in facilitating the learning process
 - Monitor, evaluate and give feedback on the effectiveness of the use of Self-Learning Modules
 - Implement innovative teacher support methods, such as online professional development, coaching, or use of tutors to help bring capacity development

5.3 Well Being and Protection

- *When Schools are opened*
 - Monitor and ensure the establishment of regular and safe delivery of essential services.

5.4 Reaching the most marginalized

- *When Schools are opened*
 - Ensure that learning materials/platforms, information, services and facilities are accessible to the marginalized groups
 - Ensure that public information and communication are available in multiple and accessible formats

5.5 Education Financing

- *When Schools are opened*
 - Monitor cash flow and liquidation
 - Strengthen partnership with stakeholders for continued support
 - Implement the DO 19,s, 2008 re: Implementation of No Collection Policy in all Public Elementary and Secondary Schools

5.6 Hiniusang Pag-alagad Para sa Edukalidad

- *When Schools are opened*
 - Conduct a regular monitoring and evaluation of the program and constantly provide feedback to ensure attainment of the end goals

ALTERNATIVE WORK ARRANGEMENT FOR SCHOOL-BASED PERSONNEL

6. Subject to the exceptional cases due possible COVID-19 mitigation and or aggravation in a certain locality, consonant with D.O. 011, s. 2020 which mandates all Regional Directors to determine the appropriate work arrangements in their respective jurisdictions, based on the prevailing community quarantine classifications in their location and work priorities, this Regional Office sets the Alternative Work Arrangement (AWA) in all schools throughout the Region:

6.1 School Heads, Head Teachers and other non-teaching school-based personnel shall report on site on a 50% skeletal workforce rotation basis.

6.2 Teaching personnel's work arrangement shall be 50% skeletal workforce on weekly rotation basis, subject to the modality adopted under the Basic Education Learning Continuity Plan of the School whose work priorities shall also be anchored thereon as provided for in item 10 of Deped Order 011, s. 2020.

- 6.2.1 In exceptional cases, School heads may require teachers to report physically in school, only in the event that processes, services and functions to be rendered cannot be delivered through alternative and or remote modalities, provided that in all instances, Schools/CLCs requiring physical reporting of its personnel on site must comply with the minimum health standards and protocols issued by the Department of Health, IATF and DepED and with prior approval by the Head of Agency.
- 6.2.2 Schools that were utilized as isolation centers or quarantine facilities, physical reporting on site is prohibited unless it has undergone massive disinfection, fumigation and cleaning in accordance with the stipulated conditions agreed between DepEd and the Local Government Unit concerned and a certification from the appropriate health authorities is secured declaring that the school is suitable, safe and fit for educational purposes.

7. In cases of COVID-19 mitigation and or aggravation as mentioned in the immediately preceding paragraph of which a different localized community quarantine is implemented by a certain Local Government Unit in the locality, the Schools Division Superintendents may recommend to the Regional Office a different AWA taking into consideration the presence of any of the following factors:

- a. Location of the school;
- b. Residence of the school-based personnel;
- c. Border restrictions pose a difficulty in travelling to and from the school; and
- d. A different or a stricter health protocol is implemented which will subject the school-based personnel into a greater health risk.

Schools Division Superintendents, upon proper data validation and after determination that there is an urgent need (e.g. *elevation to higher quarantine status in a locality*) to shift from an existing AWA to ensure the safety of the all school-based personnel and learners, upon the recommendation of the Division COVID-19 Task Force, may recommend to the Regional Director any or a combination of any of the following AWA:

CSC MC No. 10, s. 2020 (options for Alternative Work Arrangement)

- 7.1 Work-from-Home – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.
- 7.2 Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.

- 7.3 Four-day (Compressed) Workweek – refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week.
- 7.4 Staggered Working Hours – refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time. For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule.
- 7.5 Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above enumerated work arrangements or other work arrangements appropriate/applicable to the agency subject to the prevailing community quarantine in the area where the agency is located and the nature of work/job performed by the employee/s.

DepEd Order No. 011, s. 2020 (options for work arrangement)

- 7.6 Other Alternative Work Arrangement – refers to work arrangements that are applicable/appropriate to DepEd's functions as well as the place of work other than the above enumerated arrangement. The following alternative work arrangement may be adopted by DepEd:
 - 1. Five-Day Physically Reporting Workweek on Two-Week Shifting or Rotation – it is a system of rotation of work that will ensure reduced person-to-person contact and exposure, observance of the 14-day quarantine due to probable exposure, and easier contact tracing if any personnel is infected or suspected to be infected;
 - 2. Four-Day Physically Reporting Workweek and One-day WFH on weekly shifting or Rotation of Work- it is a system of rotation of work that will ensure reduced person-to-person contact and exposure and observance of a period of home quarantine and self-monitoring following physical reporting for work and easier contact tracing if any personnel is infected or suspected to be infected;
- 8. Teaching and Non-Teaching personnel who are sixty (60) years old and above, those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall be required to remain in their residences at all times and adopt a Work-from-Home arrangement;
- 9. Home visitation shall be subject to existing Health Protocols in the locality and approval of the Head of Agency upon the recommendation of the School Head concerned and may be allowed provided the teachers, learners and parents observe the following General and Safety Health Protocols:

9.1 Practice respiratory etiquette and other protective measures:

- a. Practice physical distancing(at least 1 meter apart) at all times;
- b. Frequently clean hands by using alcohol-based hand/rub disinfectants or by proper hand washing with soap and water;
- c. When sneezing/coughing, use tissue or inner portion of elbow to cover nose and mouth. Do not cover mouth with hand and maintain distance; and
- d. Observe proper use of face mask all the time and cover nose and mouth.

9.2 Teacher shall orient learners and parents of the health protocols to be observed before initiating the learning instructions.

9.3 If possible, all learning materials must be properly sterilized before they are used by the learner.

10. School-based personnel who are on Work-From-Home arrangement shall see to it that:

10.1 They make themselves available and accessible through any means of communication and shall respond to queries, requests and directives;

10.2 Workweek schedule shall observe the 8-hour work day, flexitime is still applicable (*non-teaching*), time in and log out shall be monitored if possible using online DTR facility for personnel on work-from-home and submit a weekly accomplishment report based on enclosure 3 of D.O. 011, s. 2020. No accomplishment report means no work for the day and may be considered absent.

11. In case of absences incurred in relation to the required period of quarantine and/or treatment of public sector officials and employees relative to the COVID19, the following provisions of CSC MC. No. 08, s. 2020 shall apply:

Category 1. Officials and employees coming from official or personal travel from countries with or without localized COVID-19 transmissions who underwent the required quarantine period and/or treatment for COVID-19 - Absence from work during the fourteen (14) calendar days required quarantine period and treatment for COVID-19, shall be considered as excused absence (required quarantine leave and/or COVID19 treatment leave).

Category 2. Officials and employees coming from official or personal local travel from areas under community quarantine who underwent the required quarantine period and/or treatment for COVID-19 - After the lapse of the 14-day period, and that there is a need for treatment of COVID-19, the subsequent absences incurred shall be treated;

Category 3. Government officials and employees who underwent the required period of quarantine and/or treatment for COVID-19 due to localized transmissions while in the performance of their official functions, namely:

- a. Frontline Service Workers, such as:
 - i. Public Health Workers (doctors, nurses, and other members of the health care team);
 - ii. Immigration officers and consular officers;
 - iii. PNP members and barangay officials assigned in checkpoints, including personnel of PCG, BOC and other agencies assigned as border patrols; and
 - iv. Those who are assigned as frontline service workers in all government agencies
- b. Those who are under alternative work arrangements, such as but not limited to work-from-home, skeletal workforce, four-day workweek, and staggered working hours
- c. Those who had exposure with co-employees who contracted the COVID-19

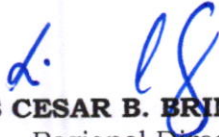
Category 4. Government officials and employees infected through local transmissions due to personal or non-work related activities, who:

- a. Underwent quarantine in public health facility for observations; or
 - b. Went straight to the hospital for treatment and/or advised to go on quarantine at home because of mild to moderate symptoms.
- Note: This includes those living with family member/s who are either considered as patient under investigation (PUI) or patient under monitoring (PUM).*

Category 5. Officials and employees, on personal travel from countries with or without localized transmissions WITHOUT APPROVED TRAVEL AUTHORITY BEFORE OR AFTER the declaration of THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 threat, who underwent the required period of quarantine and/or treatment for COVID19

- a. For those on official travel under categories 1 and 2, and category 3, the period of their treatment shall be considered as excused absence (required COVID-19 treatment leave). For those under category 3.a.i (Public Health Workers), excused absence shall be allowed for every instance of required quarantine and/or treatment due to repeated exposure to the disease while in the performance of their duties;

- b. For those on personal travel under categories 1 and 2, and category 4, the period of their treatment shall be considered sick leave chargeable against their leave credits, if any. However, in case work suspension is declared during the required period of treatment, it shall be considered excused absence and shall be not chargeable against their earned leave credits
 - c. Absence from work during the fourteen (14) calendar days required quarantine period for COVID-19 shall be considered as sick leave and shall be deducted from their earned sick leave credits, if any. Treatment for COVID19 shall be charged against their earned sick leave credits. However, in case work suspension is declared during the required period of quarantine and/or treatment, it shall be considered excused absence and shall not be chargeable against their leave credits without prejudice to administrative sanctions as determined by their respective agency/office head
12. Schools Division Superintendents and other Schools Division personnel shall intensify monitoring of schools and school-based personnel and observe not only their performance but also any possible exposure or infection to COVID-19 and implement the health standards/referrals in handling personnel infected with COVID-19.
13. In case of change of Community Quarantine classification in the Region due to the continuing increase of COVID-19 confirmed positive cases, a subsequent issuance pertaining to Alternative Work Arrangement may be issued based on prevailing IATF guidelines.
14. All Schools Division Superintendents are required to submit Alternative Work Arrangement of all schools for SY 2020-2021 to the Regional Office for approval.
15. Prior Regional issuances not consistent herewith shall be deemed modified and amended accordingly.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encls.:NONE

Reference:CSC MC. No. 10, s. 2020

CSC MC No. 8, s. 2020

D.O. 011, s. 2020

DM-PHRODFO-2020-00198

IARTF Omnibus Guidelines on Community Quarantine

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

HEALTH

MEMORANDUM

QUARANTINE

WORK ARRANGEMENT

ASD/jbr

09/18/2020