March 17, 2020

DIVISION MEMORANDUM
No. CG 1, s. 2020

ADOPTION OF ALTERNATIVE WORK ARRANGEMENT FOR DEPED SCHOOLS
DIVISION OF SORSOGON IN LINE WITH THE MEMORANDUM FROM THE
EXECUTIVE SECRETARY, OFFICE OF THE PRESIDENT
DATED MARCH 16, 2020

TO: Asst. Schools Division Superintendent
     SGOD and CID Chiefs
     Unit Heads
     Education Program Supervisors/Coordinators
     Elementary and Secondary School Heads
     Public School Teachers and Non-Teaching Personnel
     All Other Concerned

1. In line with the recent Memorandum from the Executive Secretary, Office of
   the President dated March 16, 2020 in connection with the Proclamation of
   the President declaring entire Luzon under Enhanced Community Quarantine, DepEd
   Schools Division of Sorsogon Province shall adopt the following Alternative Work
   Arrangement:

   a. Work from home shall be adopted for non-essential work assignments.
   b. A skeletal workforce shall be put in place to facilitate the processing of
      Salary, benefits and other monetary needs of DepEd Personnel such as but
      not limited to the following sections:
         a. Budget;
         b. Accounting;
         c. Cash;
         d. Office of the Administrative Officer V
         e. Schools Division Superintendent
2. The alternative work arrangement shall subsist for the period of March 17 to April 13, 2020 which may be shortened or extended depending on the prevailing condition pertinent to COVID-19 threats.

3. Public Schools and District Offices shall also adopt the aforementioned alternative work schedule.

4. Submission of documents and other requests for processing on Fridays shall be received by the guard on duty and will be routed to the concerned sections.

5. Previous issuances pertinent to alternative work assignment are hereby rescinded and modified accordingly

6. For information and strict compliance.

7. Immediate dissemination of this Memorandum is desired.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent