



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON PROVINCE**

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**Office of the Schools Division Superintendent**

April 29, 2020

**DIVISION MEMORANDUM**

No. 65, s.2020

**ADOPTION OF ALTERNATIVE WORK ARRANGEMENT FOR DEPED SCHOOLS  
DIVISION OF SORSOGON AND OTHER PREVENTIVE MEASURES  
FOR THE DURATION OF GENERAL COMMUNITY QUARANTINE**

**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 IATF Resolution No. 29, s.2020, Province of Sorsogon will be placing under the General Community Quarantine effective May 1, 2020 and considering that the State of Health Emergency continues to be in effect, DepEd Schools Division of Sorsogon Province shall operate on a limited work capacity, putting in place the following mechanisms:

- a. Sections shall be divided into two groups who will report for work on rotational basis.
- b. The first group shall report for work on Mondays, Wednesdays and Fridays and shall work from home on Tuesdays and Thursdays and shall rotate work arrangement with the second group the following week.
- c. The second group shall report for work on Tuesdays and Thursdays shall work from home on Mondays, Wednesdays and Fridays and shall rotate work arrangement with the first group the following week.




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2. Employees in the Division Office are expected to submit an accomplishment report per day through email ([sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)) during the times that they are working home-based certified by their respective section heads.
3. The alternative work arrangement shall subsist for the period of May 4, 2020 until such time that a new work arrangement shall be crafted by the CSC or DepEd CO.
4. District Offices shall also adopt the aforementioned alternative work arrangement.
5. Other preventive and mitigation measures to curtail the spread of COVID-19 to be adopted in the Division Office shall be but not limited to the following:
  - a. Employees and clientele shall be required to wear mask and shall be subjected to thermal scanning before being allowed to enter the premises.
  - b. Those exhibiting flu like symptoms shall be attended to by DepEd Medical Personnel and will be advised appropriately. They shall be prevented from entering the premises.
  - c. Utility workers shall maintain cleanliness of the surrounding by constantly disinfecting doorknobs, hand railings, light switch and other surfaces that are frequently touched.
  - d. Use of biometric shall temporarily be suspended. Employees shall record their login and logout using the logbook. Section Heads are hereby directed to monitor the attendance of employees in their respective sections.
6. For information and strict compliance.
7. Immediate dissemination of this Memorandum is desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

