



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

Office of the Schools Division Superintendent

April 29, 2020

MEMORANDUM TO

**Elementary and Secondary School Heads
Public School Teachers and Non-Teaching Personnel
All Other Concerned**

**ADOPTION OF ALTERNATIVE WORK ARRANGEMENT IN THE ELEMENTARY
AND SECONDARY SCHOOLS INCLUDING DISTRICT OFFICES IN SDO
SORSOGON PROVINCE FOR THE DURATION OF
GENERAL COMMUNITY QUARANTINE**

1. In line with the IATF Resolution No. 29 and 30, s.2020, placing the Province of Sorsogon under General Community Quarantine (GCQ) effective May 1, 2020 and considering that the State of Health Emergency continues to be in effect, Elementary and Secondary Schools including District Offices with Non-Teaching Personnel in the Schools Division of Sorsogon Province shall operate on a limited work capacity, putting in place the following mechanisms:
 - a. School/District Personnel 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.
 - d. Given the unique situation of each municipalities in terms of regular transportation, School Heads may adopt different alternative work arrangement provided that basic services shall not be hampered. Such alternative work arrangement shall be submitted to the Office of the Schools Division Superintendent.





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2. 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.
3. School Heads are directed to put in place a preventive and mitigation measures to curtail the spread of COVID-19.
4. For information and strict compliance.
5. Immediate dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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