



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM

No. *509*, s. 2021

**WORK ARRANGEMENT DUE TO THE GENERAL COMMUNITY  
QUARANTINE CLASSIFICATION OF THE PROVINCE**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Division Education Program Supervisors/Education Program Specialist  
Public Schools District Supervisors/District In-Charge  
Section Heads  
All Others Concerned

1. In view of the newly released General Community Quarantine classification with heightened restrictions in the province this office informs all **school based and non-school based non-teaching personnel** on the work arrangement in the Division of Negros Oriental **effective July 19, 2021** until further notice.
2. Schools, Districts and Division Non-Teaching personnel shall observe a four-day onsite (**from 8:00 AM to 5:00 PM**) and one-day work-from-home (WFH) arrangement in a week.
3. All Section Heads and PSDSs shall submit the work schedule of their personnel.
4. Provisions no. 2 to 7 of MLA-2021-173 shall be sustained.
5. For information, guidance and compliance.

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

*7/16/2021*

*JMA*  
SPP/ MKP-JMA-NLR/OASDS-A/ JMA/ slbt



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