



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. *608*, s. 2021

**ALTERNATIVE WORK ARRANGEMENT (AWA) OF
 SCHOOL-BASED PERSONNEL**

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

In compliance to CSC MC No. 8, s. 2020 and DepEd Order No. 11, s. 2020, this office hereby informs the field on the Alternative Work Arrangement (AWA) of school-based personnel.

1. For Teaching Personnel:

- a. Shall physically report during Mondays and Fridays for the distribution and retrieval of modules; physical distancing must be observed during the said activity. It is expected that distribution and retrieval of modules are done in respective classroom, then teachers shall not converge/gather as they are in the respective classroom during these activities.
- b. The number of personnel physically reporting to work, from Tuesday to Thursday, shall not exceed 50% of the total workforce of the school, except when the services rendered physically is considered indispensable;

Example:

1st Week

Group	Tuesday	Wednesday	Thursday
A	On-site	WFH	On-site
B	WFH	On-site	WFH



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2nd Week

Group	Tuesday	Wednesday	Thursday
A	WFH	On-site	WFH
B	On-site	WFH	On-site

- c. For personnel physically reporting to the school, the workday may consist of six (6)-hours on-site at the work station and two (2)-hours on Work from Home (WFH) arrangement to allow sufficient time for travel **for those with limited access to transportation to be determined by the School Head.**
2. **For Teaching Related and Non-Teaching Personnel:**
 - a. Shall observe a four-day onsite and one-day work-from-home (WFH) arrangement in a week;
 - b. For personnel physically reporting to the school/district, the workday may consist of six (6)- hours on-site at the work station and two (2)-hours on Work from Home (WFH) arrangement to allow sufficient time for travel **for those with limited access to transportation to be determined by the School Heads/PSDSs.**
 3. All personnel are expected to make themselves available during the working hours and to perform tasks to the full extent possible when deemed required. At the same time, personnel are expected to observe honesty, integrity and professionalism in the conduct of duties.
 4. For your information, guidance and compliance.

Senen Priscillo P. Paulin
SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent
 10/11/2021

SPP
 SPP/ MKP-JMA-NLR/OASDS-A/ JMA/ slbt
 October 8, 2021



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