



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

Office of the Schools
Division Superintendent

21 OCT 2021

DIVISION MEMORANDUM

No. 847, s. 2021

**ALTERNATIVE WORK ARRANGEMENT (AWA) DUE TO THE
ALERT LEVEL 4 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

In view of the newly released **Alert Level 4 classification** in the province this office informs all **division personnel, school based and non-school based teaching and non-teaching personnel** on the Alternative Work Arrangement (AWA) in the Division of Negros Oriental **effective October 20, 2021 until October 29, 2021.**

I. 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, on Tuesday to Thursday (from Oct. 20 to 29, 2021, shall be at least 20% of the total teaching personnel of the school, except when the services rendered physically is considered indispensable;

Example: Total number of teachers **10**



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October 20-22, 2021

Wednesday (10/20/21)	Thursday (10/21/21)	Friday (10/22/21)
2 teachers on-site	2 teachers on-site	All teachers on-site and in respective classrooms

October 25-29, 2021

Monday (10/25/21)	Tuesday (10/26/21)	Wednesday (10/27/21)	Thursday (10/28/21)	Friday (10/29/21)
All teachers on-site and in respective classrooms	2 teachers on-site	2 teachers on-site	2 teachers on-site	All teachers on-site and in respective classrooms

2. For Teaching Related and Non-Teaching Personnel:

- a. Schools, Districts and Division Non-Teaching personnel shall observe a 20% on-site working personnel (**from 8:00 AM to 5:00 PM**) of the total number of teaching related and non-teaching personnel, except when the services rendered physically is considered indispensable:

Example: Total number of Teaching Related and Non-Teaching Personnel- **16**

October 20-22, 2021

Wednesday (10/20/21)	Thursday (10/21/21)	Friday (10/22/21)
2 personnel on-site	2 personnel on-site	2 personnel on-site

October 25-29, 2021

Monday (10/25/21)	Tuesday (10/26/21)	Wednesday (10/27/21)	Thursday (10/28/21)	Friday (10/29/21)
2 personnel on-site	2 personnel on-site	2 personnel on-site	2 personnel on-site	2 personnel on-site





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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. This AWA shall be observed as long as the province is under Alert Level 4.
5. The DM. # 509, s. 2021, DM. # 808, s. 2021 and DM. # 820 s. 2021 shall be our usual AWA when the province is under Alert Level 1 to Alert Level 3.
6. For your information, guidance and compliance.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
[6]21[A02]

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October 20, 2025



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