



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

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2021- 173

TO : **Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Section Heads
Division Office Personnel**

FROM : *Spaulin*
SENEN PRISCILLO P. PAULIN , CEO V
Schools Division Superintendent
5/11/2021

SUBJECT : **WORK SCHEME AND SAFETY MEASURES IN LIGHT OF
COVID 19 PANDEMIC**

DATE : May 10, 2021

In view of the increasing number of positive cases of COVID-19 in the province of Negros Oriental, this Office informs everyone on the work scheme, safety measures and practices to avoid/minimize contact and spread of COVID-19 in the Division office effective May 12, 2021 until further notice:

1. Division Office personnel shall work from 8am-3pm for 4 days a week and 1 day as work from home (WFH) schedule. However, every office should have at least one personnel reporting from 10am-5pm schedule such that the daily 8am-5pm operations shall not be compromised.
2. A drop box will be provided at the entrance area for the submitted reports, requests and documentary requirements coming from the field.
3. Personnel who are not feeling well or experiencing symptoms of COVID are advised to do the following for health and work scheme instructions:
 - 3.1 Contact Dr. Karina Louise Dela Cruz through call/text @ 09770178406 or a virtual consultation through FB Messenger @ Karina Louise Dela Cruz;
 - 3.2 Follow instructions/recommendations as suggested by Dr. Dela Cruz;
 - 3.3 Write a letter request addressed to the SDS; and



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

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- 3.4 Present a medical certificate stating a fit to work status.
4. A recommendation slip prepared by the Division Medical Officer shall be forwarded to the office of the SDS.
5. Senior citizens and immunocompromised personnel may write a letter addressed to the SDS if they wish to work from home.
6. An accomplishment report reflecting the office related tasks performed at home shall be submitted to the office.
7. All personnel must strictly adhere to the following COVID safety practices:
 - 7.1 wear face mask/face shield at all times.
 - 7.2 avoid gatherings in all offices especially during meal times.
 - 7.3 strictly maintain physical distancing.
 - 7.4 wash hands frequently.
 - 7.5 strictly follow one-way route in the entrance and exit in the office.
8. For the guidance, information and compliance of all concerned.

SPP/NIL-MKP-JMA/Ads/LBY/jad
May 10, 2021

