



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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October 1, 2021

**OFFICE MEMORANDUM**

No. 049, s. 2021

**REVISED SKELETON WORKFORCE AND WORK FROM HOME ARRANGEMENTS  
IN THE DIVISION OFFICE DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY  
DUE TO COVID-19 PANDEMIC**

**To:** OIC-Ast. Schools Division Superintendent  
CID and SGOD Chief  
EPSs/PSDSs/PICs  
Unit/Section Heads  
All Others Concerned

1. In keeping with DepEd Order No. 11, s. 2020 or the *"Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic"* and other issuances from higher offices, this Office adopts a revised Skeleton Workforce (SWF) and Work-from-Home (WFH) workweek arrangement as an alternative work arrangement from the present two-batches, with Batch 1 physically reporting with two and a half days (2 & 1/2) from Monday to Wednesday morning, and Batch 2 with two and a half days (2 & 1/2) working from home, **to three (3) days onsite and two (2) days work-from-home.**
2. Under this revised mechanism, the number of days of personnel physically reporting is increased to ensure productivity thru the delivery of more services as we give paramount regard to the protection of the health, safety, and well-being of our employees while continuously and strictly observing public health measures at the same time.
3. The Heads of the Functional Divisions and Unit/Section Heads are requested to prepare an office workweek plan in consultation with the individual personnel. As much as possible, the number of personnel physically reporting to work must be arranged so as not to crowd in a day.



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


4. Personnel on Work-from-Home arrangements shall make themselves available and accessible during working hours (8:00 AM-5:00 PM) and must be able to respond to directives, requests, and queries through agree mode of communication with their intermediate supervisor, co-workers, and clients.
5. All personnel shall be required to submit, through the functional Division Chief and unit/section head who will recommend for approval, the Individual Accomplishment Report for the working days spent on work-from-home. The Accomplishments Report is a required attachment to Daily Time Record (DTR).
6. The time and attendance or the time log (in and out) shall be monitored by the immediate supervisor as reflected in the Office Workweek Plan and Accomplishment approved by the Schools Division Superintendent. No record of time log and accomplishment report shall mean no work has been rendered/performed for the day, thus subjecting the personnel to absence.
7. This Office Memorandum shall take effect on October 4, 2021.
8. For information and guidance of all concerned.

  
**RAUL D. AGBAN, EdD**

*OIC-Schools Division Superintendent*

**RELEASED**

  
10/9/2021