



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

January 10, 2022

OFFICE MEMORANDUM

No. 003, s. 2022

**IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT IN THE DIVISION
OFFICE IN THE LIGHT OF COVID-19 OMICRON VARIANT**

To: OIC-Schools Division Superintendent
CID and SGOD Chief
EPSs/PICs/PICs
All Elementary and Secondary School Principals/Heads
Unit/Section Heads
All Others Concerned

1. In keeping with the various resolutions issued by the National Inter-Agency Task Force for Management of Infectious Disease (IATF) directives and the alarming increase of COVID-19 infection, the Division of Northern Samar will adopt the following work arrangements to mitigate the high probability of local transmission of COVID-19 Omicron variant and ensure the protection and welfare of the Division Office employees and its transacting clients.
2. The following offices shall adopt an alternative work arrangement on a Three-Day Physically Reporting and Two-day Work from Home:
 - a. Office of the SDS
 - b. Office of the ASDS
 - c. CID Office and all its Units/Sections
 - d. SGOD and all its Units/Sections
 - e. Office of the Administrative Officer
 - f. Legal Office
 - g. Personnel Office
 - h. Records Office
 - i. Property and Supply Office
 - j. Payroll Office



3. The following Offices/Units/employees shall remain on a regular work schedule.
 - a. Accounting Office
 - b. Budget Office
 - c. Cash Office
 - d. BAC Office
 - e. General Services Unit
 - f. All Job Order

4. All Heads of the Offices shall facilitate the implementation of the Three-Day Physically Reporting and Two-day Work from Home on Weekly Shifting or Rotation Basis. ~~The workforce is divided into two batches. For week one, the first group will be onsite for three (3) days and the second group will be on work from home for two (2) days. For week two, the first group will be onsite for two (2) days and the second group will be on work from home for three (3) days. The same schedule shall be followed for the succeeding weeks in a system of rotation. A monthly workweek plan shall be prepared by each employee and approved by the Chief/Unit/Section Heads. It shall be consolidated and posted in a conspicuous place outside each respective office.~~

5. The Accounting, Budget, and Cash Offices shall notify the Office of the SDS once the year-end reports are already submitted and may adopt the alternative work arrangement thereafter upon the approval of the Schools Division Superintendent.

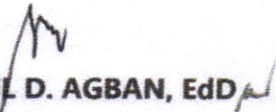
6. The Bids and Awards Committee Members are required to be present in all procurement-related activities.

7. Heads of the Offices are reminded to safeguard the welfare of the senior citizens, pregnant women, PWDs, and those with existing medical conditions by not allowing them to transact directly with clients. These vulnerable/high-risk groups may opt to work from home provided that they seek prior approval from the Schools Division Superintendent.

8. Personnel under work from home are once again directed to make themselves available and accessible during working hours and must be able to respond to directives, requests, and queries.

9. All personnel under work from home shall be required to submit the Individual Daily Log and Accomplishment Report signed by their respective Chief/Unit/Sections Heads. This shall be attached to the Daily Time Record (DTR) at the end of the month.

10. This Memorandum shall take effect immediately.
11. Other memoranda, orders, and issuance not in accordance with this Memorandum are deemed superseded and rescinded.
12. For information and compliance of all concerned.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent