



Republic of the Philippines
Department of Education
Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



March 12, 2020

DIVISION MEMORANDUM

No. 92, s. 2020

**STATE OF PUBLIC HEALTH SAFETY (SoPHS) DUE TO COVID-19 PANDEMIC:
INTERIM GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS AND SUPPORT
MECHANISMS FOR ALL HUMAN RESOURCE OF OUR SCHOOLS DIVISION OFFICE (SDO)**

**TO : Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

- 1 Section 4 of Proclamation No. 922 entitled Declaring a State of Public Health Emergency Throughout the Philippines by the President of the Philippines states that, “**All** citizens, **residents**, tourists and establishment owners **are urged to act within the bounds of the law to comply with the** lawful directives and advisories to be issued by appropriate government agencies to prevent further transmission of the Covid-19 and ensure the safety and well-being of all.”
- 2 Pursuant to the forementioned Proclamation and CSC Resolution No, 2000481, the Civil Service Commission (CSC) resolved to adopt the Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of the Public Health Emergency per MC No. 07, 2. 2020.
- 3 This SDO hereby institutionalize the contextualized Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for all human resource of our SDO, to wit:

3.a Scope and Coverage

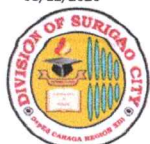
This interim guidelines shall cover all SDO human resource.

3.b Alternative Work Arrangement Option and Parameters

All SDO human resource shall adopt the Four-Day Work Week which means an alternative work arrangement whereby the individual’s workweek is reduced to four (4) days but the number of work hours per week shall not less than forty (40) hours.

KLG/fcc

03/12/2020



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Hereunder is the prescribed work arrangement subject to rescheduling in adherence to equitable opportunity principle, to wit:

- a. For human resource stationed or detailed in the **SDO main building** with working hours from eight o'clock in the morning (8:00 a.m.) to seven o'clock in the evening (7:00 p.m.).

OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Schools Division Superintendent	GALANIDA, KAREN LASALA DEGRANO, KWENIKA JANE LETIM BORDAS, ARNAIZ CHEN CANTA	GALANIDA, KAREN LASALA MORIAL, LILIBETH BULLO DEGRANO, KWENIKA JANE LETIM BORDAS, ARNAIZ CHEN CANTA	GALANIDA, KAREN LASALA MORIAL, LILIBETH BULLO DEGRANO, KWENIKA JANE LETIM BORDAS, ARNAIZ CHEN CANTA	GALANIDA, KAREN LASALA MORIAL, LILIBETH BULLO DEGRANO, KWENIKA JANE LETIM BORDAS, ARNAIZ CHEN CANTA	MORIAL, LILIBETH BULLO
Assistant Schools Division Superintendent	PLAZA, IVORY EDERA	ALMADEN, FLORENCE ESPANTO BETITA, ROBERT SHERWIN SITOY PLAZA, IVORY EDERA	ALMADEN, FLORENCE ESPANTO BETITA, ROBERT SHERWIN SITOY PLAZA, IVORY EDERA	ALMADEN, FLORENCE ESPANTO BETITA, ROBERT SHERWIN SITOY PLAZA, IVORY EDERA	ALMADEN, FLORENCE ESPANTO BETITA, ROBERT SHERWIN SITOY
Administrative Services	SINDAY, GEMMA PEDISANI TORAJA, OLIVER BERSABAL	SINDAY, GEMMA PEDISANI DUBLUIS, CHERRY DEMANAWA TORAJA, OLIVER BERSABAL	SINDAY, GEMMA PEDISANI DUBLUIS, CHERRY DEMANAWA TORAJA, OLIVER BERSABAL	SINDAY, GEMMA PEDISANI DUBLUIS, CHERRY DEMANAWA TORAJA, OLIVER BERSABAL	DUBLUIS, CHERRY DEMANAWA
Administrative Services - Cash	GUYANO, LERIC ALIPAO BABATUGON, ROBERT GIPAL	GUYANO, LERIC ALIPAO BABATUGON, ROBERT GIPAL RAVELO, MARIDETH VELEZ	GUYANO, LERIC ALIPAO BABATUGON, ROBERT GIPAL RAVELO, MARIDETH VELEZ	GUYANO, LERIC ALIPAO BABATUGON, ROBERT GIPAL RAVELO, MARIDETH VELEZ	RAVELO, MARIDETH VELEZ
Administrative Services - Personnel	CONIATE, FARRAH CASANOVA CRISOLOGO, EVELYN PLANDANO	CONIATE, FARRAH CASANOVA CRISOLOGO, EVELYN PLANDANO LOZANO, LUZNAIDA VALLESPIN	CONIATE, FARRAH CASANOVA CRISOLOGO, EVELYN PLANDANO LOZANO, LUZNAIDA VALLESPIN	CONIATE, FARRAH CASANOVA CRISOLOGO, EVELYN PLANDANO LOZANO, LUZNAIDA VALLESPIN	LOZANO, LUZNAIDA VALLESPIN

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SCHOOLS DIVISION OFFICE OF SURIGAO CITY

OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Administrative Services - Personnel	RAGANAS, MARY ROSE RANARIO SOLIMANAN, LUCITA RAVELO BILLED, TRISHA JADE ALPOS HAYO, JOLINA MERGULLAS	RAGANAS, MARY ROSE RANARIO SOLIMANAN, LUCITA RAVELO HAYO, JOLINA MERGULLAS TELLOR, JODILEN CAJES	RAGANAS, MARY ROSE RANARIO BILLED, TRISHA JADE ALPOS HAYO, JOLINA MERGULLAS TELLOR, JODILEN CAJES	SOLIMANAN, LUCITA RAVELO BILLED, TRISHA JADE ALPOS HAYO, JOLINA MERGULLAS TELLOR, JODILEN CAJES	RAGANAS, MARY ROSE RANARIO SOLIMANAN, LUCITA RAVELO BILLED, TRISHA JADE ALPOS TELLOR, JODILEN CAJES
Administrative Services - Property & Supply	JIMENEZ, MICHELLE GA DULGUIME, HERMOSA MORIAL NOGUERRA, ROWENO JR BLANCADA TUY, NIÑA MARIE TAGLINAO	JIMENEZ, MICHELLE GA DULGUIME, HERMOSA MORIAL NAVARRO, ROSE ANN BONITA DEQUITO TUY, NIÑA MARIE TAGLINAO	JIMENEZ, MICHELLE GA NAVARRO, ROSE ANN BONITA DEQUITO NOGUERRA, ROWENO JR BLANCADA TUY, NIÑA MARIE TAGLINAO	JIMENEZ, MICHELLE GA DULGUIME, HERMOSA MORIAL NAVARRO, ROSE ANN BONITA DEQUITO NOGUERRA, ROWENO JR BLANCADA TUY, NIÑA MARIE TAGLINAO	DULGUIME, HERMOSA MORIAL NAVARRO, ROSE ANN BONITA DEQUITO NOGUERRA, ROWENO JR BLANCADA
Administrative Services - Records	PACULANANG, MARGIE OPHELIA ROSAS VILLA-ABRILLE, MARIA FE GAMBA	PACULANANG, MARGIE OPHELIA ROSAS MIJARES, MARIA KORINA ARREZA	PACULANANG, MARGIE OPHELIA ROSAS MIJARES, MARIA KORINA ARREZA VILLA-ABRILLE, MARIA FE GAMBA	PACULANANG, MARGIE OPHELIA ROSAS MIJARES, MARIA KORINA ARREZA VILLA-ABRILLE, MARIA FE GAMBA	MIJARES, MARIA KORINA ARREZA VILLA-ABRILLE, MARIA FE GAMBA
Administrative Services - Schools Division Office	PLAZA, ALBERTO CURISES CRISPO, CARLOS SUBERE ESMA, CRUZALDO MADREDIJO	PLAZA, ALBERTO CURISES CRISPO, CARLOS SUBERE ESMA, CRUZALDO MADREDIJO YOAG, ALLAN CABRERA LIMPOT, JOSE MORATA	PLAZA, ALBERTO CURISES CRISPO, CARLOS SUBERE ESMA, CRUZALDO MADREDIJO YOAG, ALLAN CABRERA LIMPOT, JOSE MORATA	PLAZA, ALBERTO CURISES CRISPO, CARLOS SUBERE ESMA, CRUZALDO MADREDIJO YOAG, ALLAN CABRERA LIMPOT, JOSE MORATA	YOAG, ALLAN CABRERA LIMPOT, JOSE MORATA

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OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Administrative Services - Schools Division Office	CONGAYO, REY HADJI, RAMIR MAHINAY, WILFREDO L.	CONGAYO, REY ELANO, ELBEN LICMOAN , ERNIE JOY	ELANO, ELBEN HADJI, RAMIR LICMOAN , ERNIE JOY MAHINAY, WILFREDO L.	CONGAYO, REY ELANO, ELBEN HADJI, RAMIR LICMOAN , ERNIE JOY MAHINAY, WILFREDO L.	CONGAYO, REY ELANO, ELBEN HADJI, RAMIR LICMOAN , ERNIE JOY MAHINAY, WILFREDO L.
Finance Services - Accounting	SOLLOSO, IDA BALLADARES ARISTAN, MAUREEN DELA PEÑA, MAYLEN SUMALINOG FEJE, MICHELLE MARMITO MARTINEZ, MIA MADELETTE OMANDAM REQUILLO, NAZARETH GENERAN PLACEROS, RENILA BONIEL	SOLLOSO, IDA BALLADARES ARISTAN, MAUREEN DELA PEÑA, MAYLEN SUMALINOG MARTINEZ, MIA MADELETTE OMANDAM NAIG, JANICE ESAGA REQUILLO, NAZARETH GENERAN VILLAPANDO, JOSEPHINE GONZALES	SOLLOSO, IDA BALLADARES ARISTAN, MAUREEN DELA PEÑA, MAYLEN SUMALINOG FEJE, MICHELLE MARMITO NAIG, JANICE ESAGA REQUILLO, NAZARETH GENERAN VILLAPANDO, JOSEPHINE GONZALES PLACEROS, RENILA BONIEL	SOLLOSO, IDA BALLADARES ARISTAN, MAUREEN FEJE, MICHELLE MARMITO MARTINEZ, MIA MADELETTE OMANDAM NAIG, JANICE ESAGA REQUILLO, NAZARETH GENERAN VILLAPANDO, JOSEPHINE GONZALES PLACEROS, RENILA BONIEL	DELA PEÑA, MAYLEN SUMALINOG FEJE, MICHELLE MARMITO MARTINEZ, MIA MADELETTE OMANDAM NAIG, JANICE ESAGA VILLAPANDO, JOSEPHINE GONZALES PLACEROS, RENILA BONIEL
Finance Services - Budget	EDERA, KRISNA BESS DEDUMO AGUILLON, MARIELLA ESSEL FLORES	EDERA, KRISNA BESS DEDUMO ARGANA, MANUELITA ESPINOLA	EDERA, KRISNA BESS DEDUMO ARGANA, MANUELITA ESPINOLA AGUILLON, MARIELLA ESSEL FLORES	EDERA, KRISNA BESS DEDUMO ARGANA, MANUELITA ESPINOLA AGUILLON, MARIELLA ESSEL FLORES	ARGANA, MANUELITA ESPINOLA AGUILLON, MARIELLA ESSEL FLORES

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OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Curriculum Implementation Division	DOLORES, TESSIE CASANOVA GERALDINO, LINDA TAN PAQUEO, JULIA TORRECAMPO PEDRALBA, RICKY LITANG LIM, NOEMI DELMORO ALTRES, SAMMY DEGUINO BORJA, MARCELINO DACUMOS CUBILLAN, INDAY ROBBIE ANDIT FABELLO, VONN BAKET IGNALIG, ALEJANDRO OMAC LOPEZ, ZOSIMO JR HIGAYON ORTEGA, CLAIRE ELOISE VASQUEZ TOLENTINO, THELMA TORION	TANTOY, CARLO PAGAPOLAR DOLORES, TESSIE CASANOVA ENSOMO, MARILYTTTE NAIG GERALDINO, LINDA TAN GORGONIO, VILMA LONGOS PAQUEO, JULIA TORRECAMPO PEDRALBA, RICKY LITANG LIM, NOEMI DELMORO ACEDILLA, SALVADOR VIRTUDAZO FABELLO, VONN BAKET IGNALIG, ALEJANDRO OMAC LOPEZ, ZOSIMO JR HIGAYON ORTEGA, CLAIRE ELOISE VASQUEZ TOLENTINO, THELMA TORION VILLASOR, ANGELINE REYNA	TANTOY, CARLO PAGAPOLAR DOLORES, TESSIE CASANOVA ENSOMO, MARILYTTTE NAIG GERALDINO, LINDA TAN GORGONIO, VILMA LONGOS PAQUEO, JULIA TORRECAMPO PEDRALBA, RICKY LITANG LIM, NOEMI DELMORO ACEDILLA, SALVADOR VIRTUDAZO ALTRES, SAMMY DEGUINO BORJA, MARCELINO DACUMOS CUBILLAN, INDAY ROBBIE ANDIT ORTEGA, CLAIRE ELOISE VASQUEZ TOLENTINO, THELMA TORION VILLASOR, ANGELINE REYNA	TANTOY, CARLO PAGAPOLAR DOLORES, TESSIE CASANOVA ENSOMO, MARILYTTTE NAIG GERALDINO, LINDA TAN GORGONIO, VILMA LONGOS PAQUEO, JULIA TORRECAMPO LIM, NOEMI DELMORO ACEDILLA, SALVADOR VIRTUDAZO ALTRES, SAMMY DEGUINO BORJA, MARCELINO DACUMOS CUBILLAN, INDAY ROBBIE ANDIT FABELLO, VONN BAKET IGNALIG, ALEJANDRO OMAC LOPEZ, ZOSIMO JR HIGAYON VILLASOR, ANGELINE REYNA	TANTOY, CARLO PAGAPOLAR ENSOMO, MARILYTTTE NAIG GORGONIO, VILMA LONGOS PEDRALBA, RICKY LITANG ACEDILLA, SALVADOR VIRTUDAZO ALTRES, SAMMY DEGUINO BORJA, MARCELINO DACUMOS CUBILLAN, INDAY ROBBIE ANDIT FABELLO, VONN BAKET IGNALIG, ALEJANDRO OMAC LOPEZ, ZOSIMO JR HIGAYON ORTEGA, CLAIRE ELOISE VASQUEZ TOLENTINO, THELMA TORION VILLASOR, ANGELINE REYNA

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Curriculum Implementation Division	ABARCA, LEBBEUS DELA CRUZ LUMBRES, EVELYN TANTOY BETONIO, JENEBABE C.	ABARCA, LEBBEUS DELA CRUZ FRONDOZO, JOSHUA ARREZA BETONIO, JENEBABE C.	ABARCA, LEBBEUS DELA CRUZ FRONDOZO, JOSHUA ARREZA LUMBRES, EVELYN TANTOY	ABARCA, LEBBEUS DELA CRUZ FRONDOZO, JOSHUA ARREZA LUMBRES, EVELYN TANTOY BETONIO, JENEBABE C.	FRONDOZO, JOSHUA ARREZA LUMBRES, EVELYN TANTOY BETONIO, JENEBABE C.
Alternative Learning System	DARO, ARMIE JUDIE DA-A	DARO, ARMIE JUDIE DA-A VIAJAR, LUCILLE LISONDRA	DARO, ARMIE JUDIE DA-A VIAJAR, LUCILLE LISONDRA	DARO, ARMIE JUDIE DA-A VIAJAR, LUCILLE LISONDRA	VIAJAR, LUCILLE LISONDRA
Learning Resources Management Development System	MICAYAS, LAARNI CONDOLON	TREMEDAL, PAUL ANDREW ADA MICAYAS, LAARNI CONDOLON	TREMEDAL, PAUL ANDREW ADA MICAYAS, LAARNI CONDOLON	TREMEDAL, PAUL ANDREW ADA MICAYAS, LAARNI CONDOLON	TREMEDAL, PAUL ANDREW ADA
Schools Governance Operations Division	LARASE, ELIZABETH SERING ABOY, WELYN JANE ELICO DARO, MARADITH S.	LARASE, ELIZABETH SERING SARVIDA, LEA SUMACOT BUENO, JOSEPHINE LIPANG ABOY, WELYN JANE ELICO DARO, MARADITH S.	LARASE, ELIZABETH SERING SARVIDA, LEA SUMACOT BUENO, JOSEPHINE LIPANG ABOY, WELYN JANE ELICO DARO, MARADITH S.	LARASE, ELIZABETH SERING SARVIDA, LEA SUMACOT BUENO, JOSEPHINE LIPANG ABOY, WELYN JANE ELICO DARO, MARADITH S.	SARVIDA, LEA SUMACOT BUENO, JOSEPHINE LIPANG
Education Facilities	CLEOFFE, VON EUGENE FABREAG	CLEOFFE, VON EUGENE FABREAG DUMALI, KENNETH ARAGON	CLEOFFE, VON EUGENE FABREAG DUMALI, KENNETH ARAGON	CLEOFFE, VON EUGENE FABREAG DUMALI, KENNETH ARAGON	DUMALI, KENNETH ARAGON
Guidance Services	SALAS, ROWENA LINCUNA PONGCOL, JOBIE GESTA	SALAS, ROWENA LINCUNA PONGCOL, JOBIE GESTA	SALAS, ROWENA LINCUNA PONGCOL, JOBIE GESTA	SALAS, ROWENA LINCUNA PONGCOL, JOBIE GESTA	
Information and Communication Technology	ROSAS, KEVIN ADRIAN MALABAR	ROSAS, KEVIN ADRIAN MALABAR	ROSAS, KEVIN ADRIAN MALABAR	ROSAS, KEVIN ADRIAN MALABAR	

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We serve with Goodness, Openness, and Dignity



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SCHOOLS DIVISION OFFICE OF SURIGAO CITY

		FERIL, KARYL JOHN CALIPON	FERIL, KARYL JOHN CALIPON	FERIL, KARYL JOHN CALIPON	FERIL, KARYL JOHN CALIPON
OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Human Resource Development	BESINGA, JEANIT CHUA APOLE, RICLANE R.	BESINGA, JEANIT CHUA CAGATA, JAYLLIAN SULAPAS APOLE, RICLANE R.	BESINGA, JEANIT CHUA CAGATA, JAYLLIAN SULAPAS APOLE, RICLANE R.	BESINGA, JEANIT CHUA CAGATA, JAYLLIAN SULAPAS APOLE, RICLANE R.	CAGATA, JAYLLIAN SULAPAS
Legal Services	BARRIOS, VIVANIÑO BARRERA	BARRIOS, VIVANIÑO BARRERA VILLAMERO, SHIELLY ESPIEL	BARRIOS, VIVANIÑO BARRERA VILLAMERO, SHIELLY ESPIEL	BARRIOS, VIVANIÑO BARRERA VILLAMERO, SHIELLY ESPIEL	VILLAMERO, SHIELLY ESPIEL
School Health And Nutrition - Dental	FELICIO, FAMELA GRACE SILVOSA JIMENEZ, JOSEFINA LIMPOT	FELICIO, FAMELA GRACE SILVOSA PERTACORTA, MANIVILLE ESPEJON JIMENEZ, JOSEFINA LIMPOT LIGTAS, JIMLYN	FELICIO, FAMELA GRACE SILVOSA PERTACORTA, MANIVILLE ESPEJON JIMENEZ, JOSEFINA LIMPOT LIGTAS, JIMLYN	FELICIO, FAMELA GRACE SILVOSA PERTACORTA, MANIVILLE ESPEJON JIMENEZ, JOSEFINA LIMPOT LIGTAS, JIMLYN	PERTACORTA, MANIVILLE ESPEJON LIGTAS, JIMLYN
School Health And Nutrition - Health	BONONO, CHRISTIAN BRYAN MONTOLO FELICIO, MA ADA LORRAINE SOLLOSO NAMUAG, JEMBERTO MASAYA	BACOLOD, VIRGINIA COMPARATIVO BALABA, IRENETTA ABEDEJOS FELICIO, MA ADA LORRAINE SOLLOSO NAMUAG, JEMBERTO MASAYA	BACOLOD, VIRGINIA COMPARATIVO BALABA, IRENETTA ABEDEJOS BONONO, CHRISTIAN BRYAN MONTOLO NAMUAG, JEMBERTO MASAYA	BACOLOD, VIRGINIA COMPARATIVO BALABA, IRENETTA ABEDEJOS BONONO, CHRISTIAN BRYAN MONTOLO FELICIO, MA ADA LORRAINE SOLLOSO	BACOLOD, VIRGINIA COMPARATIVO BALABA, IRENETTA ABEDEJOS BONONO, CHRISTIAN BRYAN MONTOLO FELICIO, MA ADA LORRAINE SOLLOSO NAMUAG, JEMBERTO MASAYA
School Management Monitoring & Evaluation	JOVITA, JENNIFER REJUSO NAMUAG, ANA NIJIN SUEBZON	JOVITA, JENNIFER REJUSO BUSIO, MEDELINE LEVA	JOVITA, JENNIFER REJUSO BUSIO, MEDELINE LEVA NAMUAG, ANA NIJIN SUEBZON	JOVITA, JENNIFER REJUSO BUSIO, MEDELINE LEVA NAMUAG, ANA NIJIN SUEBZON	BUSIO, MEDELINE LEVA NAMUAG, ANA NIJIN SUEBZON

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OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Planning & Research	AJOS, PAUL PAGATPATAN	AJOS, PAUL PAGATPATAN LUSICA, FRITZIE GAY SUNICO	AJOS, PAUL PAGATPATAN LUSICA, FRITZIE GAY SUNICO	AJOS, PAUL PAGATPATAN LUSICA, FRITZIE GAY SUNICO	LUSICA, FRITZIE GAY SUNICO
Socialization, Mobilization, and Networking	CULTURA, RAQUEL GALOLO SITOY, JUNINE ACLO ACLO, EMILYN DENOSTA	CULTURA, RAQUEL GALOLO GORGONIO, JOHNMARK LONGOS SIEGA, ESTELA PARPAN SITOY, JUNINE ACLO ACLO, EMILYN DENOSTA	CULTURA, RAQUEL GALOLO GORGONIO, JOHNMARK LONGOS SIEGA, ESTELA PARPAN SITOY, JUNINE ACLO ACLO, EMILYN DENOSTA	CULTURA, RAQUEL GALOLO GORGONIO, JOHNMARK LONGOS SIEGA, ESTELA PARPAN SITOY, JUNINE ACLO ACLO, EMILYN DENOSTA	GORGONIO, JOHNMARK LONGOS SIEGA, ESTELA PARPAN
Schools	School Head	School Head	School Head	School Head	

Note: School Heads shall ensure equal distribution of human resource per

- b. For human resource stationed or detailed in the **schools** with working hours from seven o'clock in the morning (7:00 a.m.) to six o'clock in the evening (6:00 p.m.).

OFFICE / SECTION / UNIT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Schools	School Head	School Head	School Head	School Head	School Head

Note: School Heads shall observe equal distribution of human resource to come to school everyday ensuring the completion of School Year and Maintenance and Other Operating Expenses (MOOE) reports.

- 4 Notwithstanding the above stipulated guidelines, we shall still ensure the adoption of appropriate mechanisms, to wit:

4.a To strictly monitor and record attendance of all human resource, use of biometrics and other forms of attendance systems is required.

4.b To strictly observe the provisions under Republic Act No. 9485, or the Anti-Red Tape Act, stating that frontline service offices should ensure that clients who arrive at their premises within official working hours, including noon break, the said clients should be duly attended to and served.

4.c Support Mechanism

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To ensure that the workers providing essential services such as health workers, first responders, frontline service providers and the like are provided support mechanisms, to wit:

4.c.a Health Essentials

TYPE OF HEALTH	INTERVENTIONS	FOCAL PERSON	
		SDO	SCHOOL
Emotional	Pep talk	Division / Section / Unit Heads	School Heads
Mental	Counselling	SDO Guidance Coordinator	
Physical	Limbering activity	SDO-Based MAPEH / SPORTS Coordinator	School-Based MAPEH / SPORTS Coordinator
	Body Temperature Checking	Health & Nutrition – Medical and Dental Human Resource	
Spiritual	Self-reflection	All concerned	

4.c.b Anti-septic / Anti-bacterial Materials

- ✓ Provision of anti-bacterial soap to frequently wash hands with water for at least 20 seconds.
- ✓ Provision of alcohol-based hand rub with at least 70% alcohol or sanitizer to be placed especially beside the biometrics.

4.c.d Appropriate Technologies to Minimize Face To Face Contact

- ✓ Conduct of virtual meetings through social media accounts or teleconferencing linked by a telecommunications system.

4.d General Guidelines

4.d.a The alternative work arrangements shall be adopted for the duration of the SoPHE.

4.e Effectivity

3.e.a The alternative work arrangements shall take effect on Monday, March 16, 2020 until such SoPHE is lifted by the proper authority.

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5 Immediate dissemination of and strict compliance of this Memorandum is directed.

KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Enclosure/s: 0 (none)

Reference/s : Proclamation No. 922 and CSC MC No. 07, s. 2020

To be indicated in the Perpetual Index
under the following subjects:

**HUMAN RESOURCE MANAGEMENT
STATE OF PUBLIC HEALTH EMERGENCY
ALTERNATIVE WORK ARRANGEMENTS**

**EMPLOYEES' WELFARE
COVID-19
SUPPORT MECHANISMS**

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