



Republic of the Philippines
Department of Education
Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



November 27, 2020

DIVISION MEMORANDUM
No. 208 _____, s. 2020

**AMENDMENT TO DIVISION MEMORANDUM NO. 168, S. 2020 ENTITLED
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 By virtue of Executive Order No. 67-A, s. 2020 entitled "An Order Amending Executive Order No. 67, Series of 2020 Entitled " An Order Placing the City of Surigao Under an Adjusted General Community Quarantine, and pursuant to Civil Service Commission (CSC) **Memorandum Circular No. 18, s. 2020** entitled *Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of Public Health Emergency Due to COVID-19 Pandemic*, all Human Resource of our Schools Division Office (SDO) is hereby informed of the amended provisions, that this office must adhere to.
- 2 This SDO shall adopt the prescribed work arrangement of *MC No. 18, s. 2020, Item No. 3.5.a "Agencies may adopt other alternative work arrangements that are appropriate/applicable to the **agency mandate/functions** as well as their place of work other than the above-mentioned work arrangements"*. Thus, effective **Tuesday, December 1, 2020**, all SDO human resource shall **resume** to the regular **five (5) days workweek or forty (40) working hours**.
- 3 In addition, pursuant to CSC **Memorandum Circular No. 08, s. 2020** entitled *Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19)*, CSC MC No. 23, s. 2020 entitled *Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic*, and to institutionalize the processes in approving quarantine / self-isolation, this office shall adhere to the additional provisions.
- 4 Sub-section **3.1 of MC No. 08, s. 2020** states that, "it is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace."

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One who feels sick with the COVID-19-like symptoms or has been exposed to persons infected with COVID-19 must immediately inform his/her supervisor; voluntarily seek immediate medical attention and/or go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician. This is in order to avert the possible spread of the infection in the workplace.

Signs and symptoms: (fever, coughing, shortness of breath or difficulty breathing, other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose).

- 5 The absence from work through official Telecommute / Work-From-Home (WFH) / off-site work modality due to quarantine / self-isolation and or treatment of COVID-19, as applicable shall be treated as follows:

| CATEGORIES | NATURE OF ABSENCE FROM WORK | APPLICABLE LEAVE OF ABSENCE | DOCUMENTARY REQUIREMENTS |
|---|---|--|--|
| 1. All SDO human resource who have history of travel from places as declared / identified by competent Philippine authority who are directed to go on quarantine / self-isolation and or eventually tested COVID-19. | -Fourteen (14) calendar days quarantine prescribed period. | - Excused , thus leave of absence shall not be deducted from earned leave credits. -After the aforesaid 14-day period has elapsed, for human resource diagnosed with the COVID-19, their absences shall be charged from their earned sick leave credits. | A. <i>Before availment of absence.</i> Duly approved Request for Special Alternative Work Arrangement (RSIWA) (Annex A) shall be submitted to Personnel Unit. B. <i>Upon return to work.</i> - For those who have not exhibited symptoms of COVID-19 and who got sick but were not infected by the COVID-19: A Medical Certificate and or Quarantine Monitoring Report shall be submitted to the Personnel Unit issued by any government/private physician that one has voluntarily self-quarantined himself / herself for 14 days upon arrival from other places and has exhibited no symptoms of COVID-19 and is cleared to report back to work. |
| 2. All SDO human resource who are directed to go on quarantine / self-isolation and or eventually tested COVID-19. | -Fourteen (14) calendar days prescribed period of observation and treatment . | -14-day period of observation and treatment shall be charged from the earned sick leave credits of the human resource. | - For those who were infected by the COVID-19: A Medical Certificate shall be submitted to the Personnel Unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work. |
| 3. All SDO human resource who take care of their family members who have contracted the COVID-19. | -Fourteen (14) calendar days prescribed period of observation and treatment . | -14-day period of observation and treatment shall be charged from the earned sick leave credits of the human resource. | - For those who were infected by the COVID-19: A Medical Certificate shall be submitted to the Personnel Unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work. |

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| CATEGORIES | NATURE OF ABSENCE FROM WORK | APPLICABLE LEAVE OF ABSENCE | DOCUMENTARY REQUIREMENTS |
|---|--|---|---|
| <p>4. All SDO human resource who are stranded abroad or locally while on official travel due to the suspension of all forms of transportation (land, sea, and air).</p> <p>5. All SDO human resource who are stranded abroad or locally while on personal travel (<i>vacation or sick leave</i>) due to suspension of all forms of transportation (land, sea, and air); provided that there is proof of intention to report back to work such as plane/bus/boat ticket, cancellation of travel and such other competent proof due to lockdown or localized declaration of ECQ/MECQ/GCQ; provided further that the excused absence covers only the period they are scheduled to report back to work and for the duration of the ECQ/MECQ/GCQ.</p> | <p>-Stranded due to suspension of all forms of transportation (land, sea, and air).</p> | <p>- Excused, thus leave of absence shall not be deducted from earned leave credits.</p> | <p>A. <i>Before avilment of absence.</i></p> <p>Duly approved Request for Special Alternative Work Arrangement (RSIWA) (Annex B) shall be submitted to Personnel Unit.</p> <p>B. <i>Upon return to work.</i></p> <p>- <i>For those who have not exhibited symptoms of COVID-19 and who got sick but were not infected by the COVID-19:</i></p> <p>A Medical Certificate and or Quarantine Monitoring Report shall be submitted to the Personnel Unit issued by any government/ private phvsician that one has voluntarily self-quarantined himself / herself for 14 days upon arrival from other places and has exhibited no symptoms of COVID-19 and is cleared to report back to work.</p> <p>- <i>For those who were infected by the COVID-19:</i></p> <p>A Medical Certificate shall be submitted to the Personnel Unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work.</p> |

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| CATEGORIES | NATURE OF ABSENCE FROM WORK | APPLICABLE LEAVE OF ABSENCE | DOCUMENTARY REQUIREMENTS |
|---|--|---|---|
| 6. All SDO human resource who are unable to report for work due to health-risks provided they are not qualified for WFH arrangement. | -Health risks. | - Excused , thus leave of absence shall not be deducted from earned leave credits. | A. <i>Before avilment of absence.</i> Duly approved Request for Special Alternative Work Arrangement (RSIWA) (Annex B) shall be submitted to Personnel Unit. |
| 7. All SDO human resource who are unable to report for work due to the imposition of lockdown declared by the President or localized lockdown under Section 2 of Executive Order No. 112, s. 2020. | -Lockdown. | | B. <i>Upon return to work.</i> - <i>For those who have not exhibited symptoms of COVID-19 and who got sick but were not infected by the COVID-19:</i> A Medical Certificate and or Quarantine Monitoring Report shall be submitted to the Personnel Unit issued by any government/ private physician that one has voluntarily self-quarantined himself / herself for 14 days upon arrival from other places and has exhibited no symptoms of COVID-19 and is cleared to report back to work. |
| 8. All SDO human resource who are unable to report to work due to suspension of public transportation, or no agency service vehicle / shuttle service was provided to the employees, subject to the allowed distance between residence and place of work. | -Suspension of public transportation. | | - <i>For those who were infected by the COVID-19:</i> A Medical Certificate shall be submitted to the Personnel Unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work. |

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| CATEGORIES | NATURE OF ABSENCE FROM WORK | APPLICABLE LEAVE OF ABSENCE | DOCUMENTARY REQUIREMENTS |
|--|---|---|--|
| 9. All SDO human resource who will opt for other work venue because of uncontrollable difficulties such as but not limited to internet connection and availability of needed resources in the delivery of official functions and public service. | - In continued delivery of official functions and public service. | - Excused , thus leave of absence shall not be deducted from earned leave credits of the human resource. | A. <i>Before avilment of absence.</i> Duly approved Request for Special Alternative Work Arrangement (RSIWA) (Annex B) shall be submitted to Personnel Unit. |
| 10. All SDO human resource who will opt for telecommute / WFH / off-site work modality without duly approved RSIWA . | - Personal preference and or no duly approved RSIWA. | - Absences shall be charged from earned vacation or sick leave credits of the human resource. | A. <i>Upon return to work.</i> Duly approved CS Form No. 6 Leave Form shall be submitted to Personnel Unit. |
| 11. Failure to report for work after the approved personal leave of absence (locally or abroad) of those who could not present proof as required in items 1 until 9 of these guidelines. | | | |
| 12. Failure to make themselves available during the work hours, without justifiable reason, while they are at home in cases where no assignment is given, e.g. non-response to official calls or messages. | | | |

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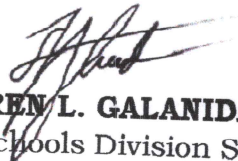
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- 6 Thus, all SDO human resource shall strictly observe the protocol in availing Telecommute / Work-From-Home (WFH) / off-site work modality due to quarantine / self-isolation.
- 7 Sub-section **3.1 of MC No. 05, s. 2020** states that, *“In the event of circumstances above mentioned wherein the employee has **exhausted** his/her **sick leave credits**, Section 56 of the Omnibus Rules on Leave shall apply allowing the **use of vacation leave credits** in lieu of sick leave credits. In case vacation leave credits have been **exhausted**, the employee may apply for **sick leave of absence without pay.**”*
- 8 Sub-section **3.4 of MC No. 23, s. 2020** states that, *“Officials and employees who were on absence without approved leave (AWOL) prior to March 16, 2020 until the declaration of the community quarantine shall still be considered an AWOL for the period that they have not signified to report for work during the community quarantine.”*
- 9 Sub-section **3.5 of MC No. 23, s. 2020** states that, *“Officials and employees who were stranded abroad with approved leave but without travel authority shall be considered absent, and such absences shall be charged against earned vacation and/or sick leave, as applicable.”*
- 10 All functional Division / Section / Unit / School Leaders shall ensure that no case the efficiency and productivity our SDO will be compromised. Thus, we shall continue to deliver our duties and responsibilities in the interest of public service.
- 11 Immediate dissemination of and strict compliance of this Memorandum is directed.


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

Enclosure/s: Two (2)

Reference/s : CSC MC 05, s. 2020 / CSC MC No. 08, s. 2020 / CSC MC 18, s. 2020 / CSC MC No. 23, S. 2020 / Executive Order No. 67-A, 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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"ANNEX A"

REQUEST FOR SPECIAL INTERIM WORK ARRANGEMENT (RSIWA)

A. Employee Details *(To be filled out by the employee)*

| | | |
|-------------------------------------|--|------------------------|
| Date of Filing : | | |
| Name of Employee : | | Signature of Employee: |
| Position Title : | | |
| Division / Office/ Section / Unit : | | |

B. Preliminary Medical Screening *(To be filled out by the SDO-based Medical Team - Nurse)*

| | | |
|--------------------------------|----------------------------|--|
| Date of Medical Screening : | | |
| Body Temperature of Employee : | Blood pressure of Employee | |
| Name of Medical Screener : | Signature : | |
| Type of illness/es (if any) : | | |

C. Recommended Action *(To be filled out by the SDO-Based Medical Team - Dentist)*

| PARTICULARS | RECOMMENDED ACTION | INCLUSIVE DATE |
|---|---|----------------|
| With travel history : | Advised by the rightful authority for quarantine / self-isolation due to travel history. | |
| With COVID-related symptoms : | Advised by the rightful authority for quarantine / self-isolation due to COVID-related symptoms. | |
| With seasonal illness/es : | Advised by the rightful authority for telecommute / off-site / work from home (WFH) work modality due to seasonal illness/es such as but not limited to sore throat, colds, cough, and flu. | |
| FAMELA GRACE S. FELECIO, DMD / MANIVILLE ESPEJON PERTACORTA, DMD Name of SDO-Based Medical Team Leader / Alternate | | Signature |

D. Recommending Approval

| ACTION | NAME OF AUTHORITY | E. APPROVED |
|-----------|---|---|
| Excused : | FLORENCE E. ALMADEN, CESO VI / CARLO P. TANTOY, PhD / ELIZABETH S. LARASE, MAEd Assistant Schools Division Superintendent / Chief, Curriculum Implementation Division / Schools Governance and Operations Division | KAREN L. GALANIDA, PhD, CESO V Schools Division Superintendent |

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"ANNEX B"

REQUEST FOR SPECIAL INTERIM WORK ARRANGEMENT (RSIWA)

A. Employee Details (To be filled out by the employee)

| | | | |
|------------------------------------|---|-----------------|------------------------|
| Date of Filing | : | January 1, 2020 | |
| Name of Employee | : | | Signature of Employee: |
| Position Title | : | | |
| Division / Office / Section / Unit | : | | |

B. Preliminary Confirmation (To be filled out by the SDO-based Authorities)

| PARTICULARS | NAME OF SDO-BASED AUTHORITY | SIGNATURE |
|---|--|-----------|
| No internet connection in the SDO premises | KEVIN ADRIAN M. ROSAL Information Technology Office III | |
| No available needed resources in the SDO premises | Immediate Head | |
| Others, please specify: | Immediate Head | |

C. Recommended Action (To be filled out by Functional Division Head)

| RECOMMENDED ACTION | INCLUSIVE DATE |
|---|----------------|
| Advised by the rightful authority to work outside SDO premises due to no internet connection. | |
| Advised by the rightful authority to work outside SDO premises due to no available needed resources in the SDO premises. | |
| Advised by the rightful authority to work outside SDO premises due to | |
| FLORENCE E. ALMADEN, CESO VI / CARLO P. TANTOY, PhD / ELIZABETH S. LARASE, MAEd Assistant Schools Division Superintendent / Chief, Curriculum Implementation Division / Schools Governance and Operations Division Name of Functional Division Head | Signature |

D. Recommending Approval

| ACTION | NAME OF AUTHORITY |
|---------------------------------|---|
| Submit CS Form No. 6 Leave Form | KAREN L. GALANIDA, PhD, CESO V Schools Division Superintendent |
| Excused | |

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