March 17, 2020

MEMORANDUM

To: Assistant Schools Division Superintendents
Division Chiefs
All Schools Division Personnel
Public Elementary and Secondary School Heads
All Others Concerned

POLICY GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN COMPLIANCE TO THE MEMORANDUM ON THE ENHANCED COMMUNITY QUARANTINE OVER THE ENTIRE LUZON

1. Pursuant to Proclamation Nos. 929 and 922, s. 2020, RA No. 11332, DepEd Memoranda Nos. 42 and 43, s. 2020 and the Unnumbered Regional Memoranda dated March 17 and 18, 2020, the following policy guidelines shall be strictly implemented in the Schools Division of Bulacan:

    a. Classes and all school activities in all levels shall be suspended from 00:00 am of March 17, 2020 until 00:00 am of April 13, 2020. All teaching and non-teaching personnel in elementary and secondary schools shall not be required to report to work during the period of class suspension.

    b. In this regard, all activities scheduled in this period shall be indefinitely postponed to wit:

        -   Interview, Demonstration Teaching and Skills Demo of JHS and SHS Teacher Applicants for SY 2020-21
        -   School and Division Level Checking of School Forms in the Public and Private Schools of SDO Bulacan
        -   Administration of English Proficiency Test for Teacher I Applicants for SY 2020-21

    c. Mass gatherings shall be prohibited.

    d. A strict home quarantine shall be strictly observed by all teaching and non-teaching personnel. School heads shall determine alternative work arrangements that will maximize social distancing of all personnel, while ensuring delivery of essential and priority services.

    e. The Schools Division of Bulacan shall adopt the "Work From Home" scheme effective March 17, 2020, hence no business transactions shall be entertained/processed during the entire duration of the Enhanced Community Quarantine.

f.   Only security personnel such as watchmen/guards rendering critical services are expected to report to work. They are enjoined to observe utmost health precautions in the exercise of their duties and functions.

g.   Select personnel from the Finance and Human Resource Management Unit shall be requested to report to office on March 18-20, 2020 to process necessary documents to ensure that salaries for the month of March, 2020 of all teaching and non-teaching personnel of the Schools Division Office shall be released by March 19, 2020.

h.   School Heads of Implementing Units are advised to direct their respective Finance personnel to do the same and report to the SDO Payroll Unit if salaries are already available.

i.   All those reporting for work on March 18-19, 2020 shall observe existing health precautions and stringent social distancing measures not only in the work premises, but also during their travel to and from the office, and in their private premises and activities.

j.   SDO personnel and school heads shall keep communication lines open 24/7 through mobile phones, emails, and telecommuting mechanisms set up by the Division Information Technology Officer.

k.   Any urgent and important matter that needs immediate attention shall be communicated directly to the undersigned for action.

l.   Division Chiefs, Unit Heads and School Heads are further directed to monitor the health condition of their immediate subordinates, whether permanent or under contract of service.

2.   All SDO teaching and non-teaching personnel are enjoined to monitor the day-to-day developments of the COVID-19 situation to be able to contribute to informed, coordinated, and proportionate response of the Division to the challenge of containing and managing COVID-19.

3.   Private schools are highly encouraged to adopt the above guidelines for the duration of the enhanced community quarantine.

4.   Immediate dissemination of this Memorandum is desired.

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent