




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 434, S. 2021

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialist
Education Program Specialist
PSDSs, School Heads and Teachers
All Division Office and School Stationed Non-Teaching and
Job Order Personnel
All others Concerned

FROM :  **MARIZA S. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : September 15, 2021

SUBJECT : **ALTERNATIVE WORK ARRANGEMENT FOR ALL DIVISION AND
SCHOOL TEACHING AND NON-TEACHING PERSONNEL**

1. To date, Tacloban City, the regional center of commerce and governance is under alert level 4, the high-risk category of COVID-19 spike.
2. Anent to this, School Heads and Division Unit Heads are enjoined to revert to the three (3) days work in the office and two (2) days work at home **EFFECTIVE** September 16, 2021 until rescinded. To facilitate the easy monitoring and recording of attendance of all Division Office Stationed Non-Teaching and Job Order Personnel and School Teaching and Non-Teaching Personnel, the use of Biometrics will continue.
3. Adherence to established health protocols should strictly be observed. Alcohol, water and soap should be available near the Biometrics station. **ALL DIVISION PERSONNEL AND SCHOOL TEACHING AND NON-TEACHING PERSONNEL ARE TO HAVE THEIR QR CODE PRESENTED BEFORE ENTERING THE DIVISION AND SCHOOL PREMISES.**
3. Strict compliance of this Memorandum is desired.



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