




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

**DIVISION MEMORANDUM**

No. 73, s. 2022

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Senior Education Program Specialist  
Education Program Specialist  
PSDSs and PICs  
Elementary and Secondary School Heads  
All Others Concerned

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

**DATE :** February 16, 2022

**SUBJECT :** **WORKING ARRANGEMENT**

1. IATF Resolution No. 161-A, Series of 2022 dated February 14, 2022, placed the classification of Tacloban City under Alert Level 2.
2. Anent to this, effective February 17, 2022, the following will report to office/school daily:
  - a. all Unit Heads and office personnel (permanent and job order) in the Division Office and schools;
  - b. all CID Education Program Supervisors, PSDSs, staff and the Chief;
  - c. all SGOD Senior Education Program Specialist, Education Program Specialist, staff and the Chief;
  - d. all Administrative Officers II;
  - e. all Bookkeepers; and
  - f. all School Heads, Department Heads, Head Teachers and Master Teachers.
3. It is upon the sound discretion of the School Head to decide if teachers will still have their Work From Home arrangement.
4. Please be guided accordingly and wide dissemination of this Memorandum is desired.



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