



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan Centro, Tabuk City



DIVISION MEMORANDUM
NO. 83 S., 2020

TO: : All Schools Division Personnel
: Public Elementary/ Secondary School Heads
: All others concerned

FROM : IRENE S. ANGWAY, PhD, CESO VI
OIC- Schools Division Superintendent



SUBJECT: RESUMPTION TO ONSITE OFFICE WORK
DATE : May 4, 2020

1. Pursuant to Executive Order No. 112 dated April 30, 2020 declaring the status shift of Kalinga Province from Enhanced Community Quarantine (ECQ) to General Community Quarantine (GCQ); DepEd Tabuk City Division will be fully operational with personnel reporting onsite effective immediately, employing alternative work arrangement in accordance with the Civil Service Commission rules and with strict observance of COVID-19 precautionary measures.
2. Schools Division Office personnel will report to work following the enclosed onsite workforce schedule, and will adapt to Work from Home on the rest of the workweek days until further instruction;
3. People from the field are advised to see the concerned personnel only on their onsite work schedule in accordance to the Schools Division Office's observance of minimal contact with clients;
4. School heads are reminded to report to their respective schools and ensure that mandated services, programs and/or other projects are duly operational; furthermore, to capitalize on the possibility of teleconferences and accessibility of G suits on conducting meetings and collaborative works necessary among employees to avoid gathering;
5. All DepEd personnel reporting onsite are directed to comply with the physical distancing, wearing of facemask at all times, using disinfectants, and other health guidelines and protocols, and ensure the same to their clients
6. For immediate dissemination and compliance.