



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DEP-ED - TABUK CITY



RECORDS UNIT

Office of the Schools Division Superintendent

January 21, 2021

Division Memorandum

No. 16, s. 2021

SUBMISSION OF TEN-DAY WORK ARRANGEMENT CONTINGENCY PLAN

To:

All Public Elementary and Secondary Schools
Public Schools District Supervisors
SDO Functional Divisions

1. The Schools Division Office hereby directs functional division heads and school heads to prepare a 10-day work arrangement contingency plan which shall be submitted in soft or hard copy on January 22, 2021.
2. School SDO functional division heads shall submit to the OIC-SDS while school heads shall submit their work arrangement plan to their respective PSDSs which shall be transmitted to the SGOD chief.
3. School heads and functional division heads shall ensure 50% onsite skeleton workforce.
4. The Health and Nutrition personnel and school nurses shall report onsite during this period, while the pregnant, senior citizens, and employees with comorbidity are considered for a 10-day Work from Home (WFP) arrangement.
5. School heads shall strategize to ensure that modules are distributed for the next two weeks.
6. Employees are required to submit Individual Work Plans covering the scheduled WFH days and secure approval from proper authorities.
7. For your guidance and compliance

IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge,
Office of the Schools Division Superintendent



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