



10 November 2022

Division Memorandum

No. 27 s.2022

IMPLEMENTATION OF THE 100% ON-SITE WORKFORCE OF THE PAGADIAN CITY DIVISION OFFICE

To: Assistant Schools Division Superintendent, SGOD and CID Chiefs
All Division Office Personnel) This Division
All Principals and School Heads) This Division

1. Anent to the declaration of State of National Emergency due to the COVID-19 Pandemic, the Civil Service Commission (CSC) issued CSC Memorandum Circular No. 18, s. 2020. Contemporaneously, the Department of Education issued its own DepEd Order No. 011, s. 2020 which provides the Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic. Alternative work arrangements such as *Work-From-Home* were resorted to in order to reduce transmission/contact rates of COVID-19 and to accommodate our employees in their difficulties in reporting to work such as shortage in means of transportation, and the incessant and unpredictable lockdowns.
2. Two years have lapsed from the issuance of the two regulations. Vaccination targets for COVID-19 were already attained by the national government and the various local government units like the City of Pagadian. The rate of COVID-19 cases is also steadily decreasing. Due to these factors, the Department of Education issued DepEd Memorandum No. 029, s. 2022 on April 6, 2022. Paragraph 11 thereof states that:

*Remote and flexible work arrangements as prescribed in CSC MC 18, s. 2020, Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic and DepEd Order (DO) No. 011, s. 2020 titled Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic **may be adopted, as deemed appropriate and insofar as practicable**, in accordance with the required onsite capacity depending on the prevailing COVID-19 alert level in the locality where the office/school/ CLC is located.*

3. Consequently, due to the inevitable opening of classes, the Department of Education issued DepEd Order No. 34 s. 2022 (School Calendar and Activities for the School Year 2022-2023) on July 11, 2022. Section 7 thereof provides that





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

starting November 2, 2022, all public and private schools shall have transitioned to 5 days in-person classes. In the implementation of this DepEd Order, the necessity that all public school teachers and personnel to report on-site five days every week is inherent, regardless of their vaccination status and the COVID-19 Alert Level.

4. In view of providing proper and timely technical support to our public schools and our teaching personnel in the field, it is only appropriate that the Division Office personnel should also have 100% on-site workforce. This action shall also show our support to the valiant efforts of our teaching personnel in providing quality education to the Filipino learners.
5. Hence, effective 15 November 2022, the Division of Pagadian City shall adopt the 100% workforce in its Division Office and requires all DepEd personnel working in the Division Office to officially report **ON-SITE**, eight (8) hours/day, Monday-Friday, subject to relevant CSC rules and regulations.
6. For your guidance and strict compliance.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent 



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