



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

23 September 2021

DIVISION MEMORANDUM  
No. 356, s. 2021

**ALTERNATIVE WORK ARRANGEMENT (AWA) OF  
SCHOOLS DIVISION OFFICE (SDO) AND SCHOOLS**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
SDO ExeCom Members  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. Due to the surge of Covid-19 in our SDO/province, the following scheme of Alternative Work Arrangement shall be adapted from September 27, 2021 to October 8, 2021 except for Districts/Municipalities covered under issuances of Suspension of School Activities by Local Chief Executives:

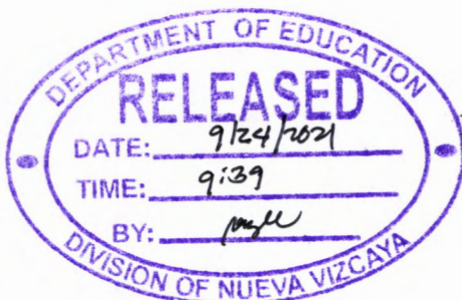
<i>2 onsite (on Office/School Attendance)</i>
<i>3 Offsite (Work from home)</i>

2. All employees with comorbidities, pregnant and senior citizen will be at Work from Home (WFH) modality. The new schedule is a measure to prevent and control the transmission of the Covid-19; however everyone is expected to actively respond to urgent calls relative to school or offices services.
3. The Functional Division Chiefs are requested to submit the Alternative Work Arrangement/ Schedule of personnel to Maritess E. Vidad, AO-V and all School Heads to submit to the SDO through the link previously provided by HRMO.
4. It is emphasized that all employees should strictly observe the IATF and DOH policies, guidelines and health protocols.
5. For information, guidance and compliance.

**RACHEL R. LLANA, PhD., CESO VI**  
OIC, Schools Division Superintendent

By the authority of the Schools Division Superintendent

**MARY JULIE A. TRUS, PhD, CESE**  
OIC, Assistant Schools Division Superintendent



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