



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

07 October 2021

DIVISION MEMORANDUM  
No. 371, 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  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
SDO EXECOM Members  
All others concerned

1. This Office announces the Alternative Work Arrangement of all SDO employees and schools' teaching and teaching personnel at **3 onsite (on Office/ School Attendance), 2 Offsite (Work from home)** from October 11 - 29, 2021 except for Districts/Municipalities covered under issuances of Local Chief Executive.
2. All employees with comorbidities, pregnant and senior citizen will be at work from home work modality but assures promptness of response, action and compliance for the continuous delivery of Office/school services.
3. The Functional Division Chiefs are requested to submit FD AWA to Maritess E. Vidad, AO-V and all School Heads to submit in 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



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