



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

September 26, 2023

DIVISION MEMORANDUM

No. **839**, s. 2023

**SPECIAL WORK ARRANGEMENTS OF TEACHERS AND OTHER PERSONNEL OF
MATAGDUNGAN ELEMENTARY SCHOOL, NABUNTURAN EAST DISTRICT**

To: School Head, Teachers, and Non-Teaching Personnel
Matagdungan Elementary School
Nabunturan East District
This Division

1. Cognizant of the challenges experienced during the occurrence of natural calamities such as flooding brought about by heavy rains in the area, this Office, in ensuring the health and welfare of the teaching and non-teaching personnel of the school, hereby allows the following special work arrangements, to wit:
 - a) The time devoted to actual classroom teaching which is six (6) hours a day shall be from 7:30 am – 11:30 am and from 1:00 pm – 3:00 pm;
 - b) The remaining two (2) hours of work to complete the required 8-hour workday may be rendered at home or any safe location outside of school premises. For this purpose, the school head and the school personnel (teaching and non-teaching) shall come into an agreement of the task/s to be undertaken which shall be reflected in the Individual Daily Log and Accomplishment Report (IDLAR) of each employee to be submitted weekly to the school head.
 - c) Teachers with less than six (6) hours of actual classroom teaching shall render additional hours appropriate teaching-related activities within the school premises to complete the six (6) hours. Teaching-related activities include the following but not limited to: 1) preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics; 2) preparation and checking of exercises, recording of academic performance results and classroom accomplishments; 3) conduct research; 4) attendance to seminars, workshops and similar programs; 5) counselling, mentoring, coaching of learners including home visits; 6) consultations and conferences with parents; and 7) performance coordination activities and duly recognized community social services.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

- d) For non-teaching personnel, to complete the 8-hour workday, may perform the following: 1) data encoding/processing; 2) budget planning and forecasting; 3) recording, examination and interpretation of financial records and reports; 4) database maintenance; 5) sending/receiving email; 6) HR tasks, e. g. computation of leave credits, preparation of payroll, etc.; 7) other analogous tasks which require the use of a computer and the internet for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.
 - e) In recording the time spent at home, employees shall reflect in the Daily Time Record (DTR), "ON FLEXIPLACE" supported by the approved Individual Daily Log and Accomplishment Report (IDLAR).
 - f) On inclement weather or wherever there is a threat of landslide, the school shall automatically resort to modular distance/online asynchronous learning. It shall also be discussed to the parents through the PTCA, that it is the discretion of the parents to send their children to face to face classes.
2. This Order shall be in full force until further notice.
 3. Widest dissemination and compliance with this Memorandum is directed.

CRISTY C. EPE

Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 2