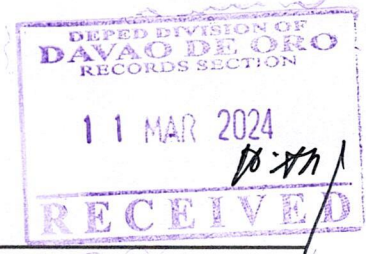




Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

February 8, 2024

DIVISION MEMORANDUM

No. 198, s. 2024

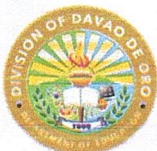
**POLICIES ON FLEXIBLE WORK ARRANGEMENTS OF OFFICIALS AND
 EMPLOYEES IN THE DIVISION OFFICE PROPER**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads of Sections and Units
 All Division Office Officials and Employees
 All Others Concerned

1. This policies on flexible work arrangements for Division Office officials and employees will provide adaptable and responsive work schemes for officials and employees to manage any current or emergent situations caused either by natural and man-made calamities or any other situation that may affect the delivery of public services.

To ensure protection of the health, safety, and welfare of the officials and employees at all times and at the same to ensure that officials and employees achieve the objectives set by the office, and, in the same way, the office achieves the objectives that it has set itself in its strategic plan under any circumstance, the adoption of the flexiplace work arrangement may be allowed under any of the following conditions as stipulated in MC. No. 6, s. 2022, to wit:

- a) **Regular** – under this work arrangement, the officials or employees may request to work at an alternative worksite on a regular and recurring basis. Said officials or employees may be allowed to work off-site for a period agreed upon with the immediate supervisor and duly approved by the undersigned.
- b) **Situational** - this work arrangement is appropriate for ad-hoc task/s or assignment/s that require/s short period of time or project-based, e.g., project proposal preparation, reports preparation, research, case adjudication, and other analogous circumstances.
- c) **Medical** - this work arrangement may be allowed for officials and employees who are recuperating from a medical condition, e.g., Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases, which does not affect his/her ability to perform regular work assignment at an alternate worksite as certified by the attending physician. The duration of the flexiplace work arrangement shall be based on the recommendation of the attending physician. Request for flexiplace due to medical conditions shall be supported by the medical records of the official or employee concerned.



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In addition, this Office may allow work arrangements for officials and employees who are affected by **natural calamity/disaster**. Work-from-home work arrangements may be allowed to officials and employees who are recuperating from a medical condition/disease/illness brought by natural calamity/disaster provided that such condition/disease/illness does not affect the official or employee's ability to perform regular work assignment at an alternate worksite as certified by the attending physician, and whose usual routes/roads in going to work from home and going home from work are not passable due to flooding and landslides brought by inclement weather.

2. To reiterate, the submission of Individual Daily Log and Accomplishment Report (IDLAR), for attendance monitoring purposes, shall be required for all personnel who are allowed on WFH work arrangements.
3. Any provision of these Policies or the application of such provision to any person or circumstance is declared invalid, the remainder of the Policies or the application of such provision to other persons or circumstances shall not be affected by such declaration.
4. Widest dissemination and compliance with this Memorandum is directed.


CRISTY C. EPE CESO V
Schools Division Superintendent



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