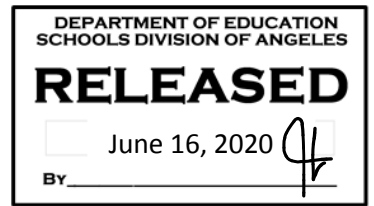




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



June 16, 2020

DIVISION MEMORANDUM
No. 134 s. 2020

**GUIDELINES ON WORK ARRANGEMENTS OF TEACHERS AND NON-TEACHING PERSONNEL
ASSIGNED IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Heads of Public Elementary and Secondary Schools

1. In compliance with DepEd Order No. 11, s. 2020, all public elementary and secondary school heads are directed to implement appropriate work arrangements and to facilitate the safe return of teaching and non-teaching personnel in their respective schools starting June 22, 2020.

2. This Office emphasizes Item No. 5 of the said DepEd Order:

All DepEd teaching and non-teaching personnel are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities. They are expected to observe honesty, integrity, and professionalism in the conduct of their duties so that government time, money, and resources are employed and used efficiently, honestly, and economically, to avoid wastage of public funds and resources.

3. All public school teachers may start reporting to their respective schools on June 22, 2020 to perform the following duties/responsibilities:

- Assist in the conduct of enrolment
- Participate in orientations, trainings, and capacity-building activities in managing multi-modal learning delivery options
- Prepare instructional materials, daily activity sheets and lesson plans based on the Most Essential Learning Competencies (MELCs)
- Assist in orienting parents on effective facilitation of home-based learning
- Complete RPMS requirements of the SY 2019-2020 as per DepEd Memo No. 45, s. 2020
- Comply with other tasks as may be assigned by the SDO/School Head.

4. School heads are also advised to adhere to the principles of School-Based Management (SBM) and Stakeholder Engagement and to mobilize their stakeholders in the implementation of essential services, processes and programs.



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





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5. Workweek Plans and Weekly Accomplishment Reports will still be submitted for purposes of monitoring performance and attendance of school personnel.
6. Immediate and wide dissemination of the Memorandum is desired.

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MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer -in- Charge
Office of the Schools Division Superintendent



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101

