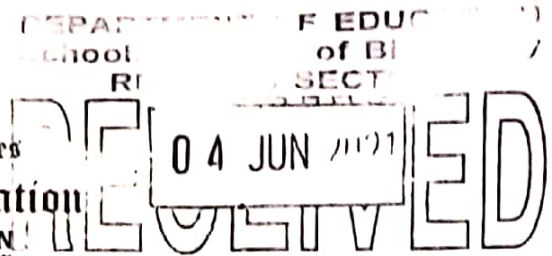




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY



04 Jun 2021

DIVISION MEMORANDUM
No. 193, s. 2021

**ALTERNATIVE WORK ARRANGEMENT FOR MOST-AT-RISK POPULATION (MARP)
PERSONNEL**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. In line with DepEd Order No. 11 s. 2020 titled Revised Guidelines on Alternative Work Arrangement in DepEd During the State of National Emergency due to COVID-19 Pandemic, this Office reiterates the **strict observance of Alternative Work Arrangement of SDO Biñan Personnel**.
2. This is to ensure mitigation of spread of COVID-19 in workplace and maintain a functional SDO.
3. Personnel who belong to the Most-At-Risk Population (MARP), e.g. with physical comorbidities, 60 years old and above, pregnant or nursing mother, are **required** to submit to the SDO School Health Section a Medical Certificate from their private physician if they wish to seek approval for an appropriate alternative work arrangement, except when by the nature of their work and functions are deemed indispensable for the continuous delivery of essential services or their service can be rendered only within the office premises.
4. All personnel should strictly observe the alternative work arrangement. Thus, WFH personnel shall also stay at home to avoid risk of being exposed.
5. Personnel who are experiencing signs and symptoms related to COVID-19 are discouraged to report physically and should thereby inform their immediate supervisor/head of office or contact SDO COVID-19 Focal Dr. Leila C. Bondoc 09324625336 and Nurse Arnel S. Hicana 09053162067.
6. Immediate dissemination of this Memorandum is desired.


EDNA FAURA AGUSTIN
Schools Division Superintendent

