



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

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DIVISION MEMORANDUM

No. 270, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 261, S. 2021 RE: ALTERNATIVE
WORK ARRANGEMENT OF SDO PERSONNEL**

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

1. Relative to Division Memorandum No. 261 s. 2021 Re: Alternative Work Arrangement of SDO Personnel, this Office announces the work schedule of Job Order Personnel assigned in the Division Office.
2. Job order personnel funded by Special Education Fund and Division Office MOOE shall report for 4 days (Monday - Thursday) every week.
3. Immediate dissemination of this Memorandum is desired.

EDNA FAURA AGUSTIN
Schools Division Superintendent

