



DIVISION MEMORANDUM
No. 556, s. 2021

29 Dec 2021

ANNOUNCEMENT OF IMPORTANT ACTIVITIES AND GUIDELINES EFFECTIVE YEAR 2022

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
All SDO Section/Unit Heads and Personnel
All Others Concerned

1. This Office announces the following activities and guidelines to be implemented starting January 2022:

- a. Resumption of weekly flag raising ceremony:
 - i. The skeleton workforce reporting on Mondays are required to participate in the conduct of flag raising ceremony every Monday starting January 3, 2022 at 8:00 a.m. in front of the SDO building;
 - ii. The schedule of each division who will take charge and program shall be followed are attached;
 - iii. Health protocols deemed required by the Department of Health and Inter-Agency Task Force and as promulgated by the Department shall be adhered during the conduct of the ceremony. Physical distancing and wearing of face mask shall be mandatory.
 - b. Implementation of the following guidelines in the observance of safety health protocols in the workplace:
 - i. Alternative Work Arrangement – all SDO personnel shall follow the provisions stated on the Office Memorandum No. 059, s. 2021 and Office Memorandum No. 055, s. 2021, ensuring at least 80% on-site capacity as adherence on the IATF guidelines for areas under Alert Level 2.
 - ii. Submission of documents – incoming documents are to be submitted to the Records Section directly with strict compliance of the safety and health protocols. Walk-ins to other offices is still prohibited, inquiries will be addressed outside the SDO Building by the concerned personnel;
 - iii. Disinfection of SDO building – as part of the weekly disinfection of SDO building to prevent and mitigate the spread of COVID – 19, the Division Office is scheduled for disinfection on December 31, 2021. Office works will be suspended and SDO personnel are advised to be on work-from-home setup. The field is herewith



notified that there will be no office transactions in the SDO on the above-mentioned date.

c. Wearing of prescribed uniform:

- i. All SDO personnel may start wearing the prescribed new set of uniforms, if available starting January 3, 2022. Effective February 1, 2022, all SDO nationally funded personnel are enjoined to wear the DepEd prescribed uniforms; and
- ii. Job order employees shall adhere to the following official uniforms effective on January 3, 2022:

Day	Uniform
Monday	SDO Blue Polo Shirt
Tuesday	SDO Pink Polo Shirt
Wednesday	SDO Red Polo Shirt (Flag)
Thursday	Polo shirt of any color
Friday	

2. Division / section/unit heads are in-charge of ensuring that all employees under their jurisdiction follow the above-mentioned guidelines.

3. Immediate dissemination of this Memorandum is desired.


EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: As stated

Reference: Office Memorandum No. 059, s. 2021, Office Memorandum No. 055, s. 2021

OSDS/AD / Announcement of Important Activities and Guidelines
4311 / Effective Year 2022
/ 12/29/2021



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I. Program for the Flag Raising Ceremony

- a. Singing of the National Anthem
- b. Prayer
- c. Recitation of *Panunumpa ng Katapatan sa Watawat ng Pilipinas*
- d. Recitation of *Panunumpa ng Lingkod Bayan*
- e. Recitation of DepEd Vision, Mission, Core Values and Quality Policy Statement
- f. CALABARZON March
- g. Biñan Hymn
- h. Energizer
- i. Announcements

II. Schedule of in-charge division per month

DIVISION	ASSIGNMENT
OSDS	January, April, July, October
CID	February, May, August, November
SGOD	March, June, September, December



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