



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

NO. 21, s. 2022

**DISSEMINATION OF MEMORANDUM CIRCULAR NO. 94 FROM THE  
OFFICE OF THE PRESIDENT DATED JANUARY 7, 2022 TITLED  
“PROVIDING FOR THE REQUIREMENTS AND PROCEDURES FOR REDUCING  
ON-SITE WORKFORCE IN GOVERNMENT OFFICES BELOW THE MINIMUM  
SET FORTH UNDER THE ALERT LEVEL SYSTEM, AMENDING FOR THE  
PURPOSE MEMORANDUM CIRCULAR NO. 86 (S. 2021) AND  
MEMORANDUM CIRCULAR NO. 93, (S. 2021)”**

**To : Assistant Schools Division Superintendent/s  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned**

1. Attached is Memorandum Circular No. 94 from the Office of the President dated January 7, 2022, titled “PROVIDING FOR THE REQUIREMENTS AND PROCEDURES FOR REDUCING ON-SITE WORKFORCE IN GOVERNMENT OFFICES BELOW THE MINIMUM SET FORTH UNDER THE ALERT LEVEL SYSTEM, AMENDING FOR THE PURPOSE MEMORANDUM CIRCULAR NO. 86 (S. 2021) AND MEMORANDUM CIRCULAR NO. 93, (S. 2021).

2. Among the provisions in MC No. 94, s. 2022 is a stipulation that **reducing the number of on-site workforce below what is provided in the Alert Level System can be decided by the Head of the Department.**

3. As provided in DepEd Task Force COVID-19 (DTFC) Memorandum No. 575 dated December 7, 2021, as stipulated in the latest Guidelines on the Implementation of Alert Level Systems for COVID-19 Response, under **Alert Level 2, “agencies and instrumentalities of government shall remain to be fully operational and should adhere to at least 80% on-site capacity while applying work-from-home and other flexible work arrangements”**. A copy of the DTFC Memo. No. 575 is also attached to this Memorandum. DTFC Memo 575 is also disseminated in Regional Memorandum No. 1159, s. 2021.

Page 1 of 2

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**Office of the Schools Division  
Superintendent**

4. To date, our division is observing the **50%** on-site capacity in our field offices which is lower than what is provided in the Alert Level System. Being so, this needs the approval of the Head of Department, as provided in MC No. 94, from the Office of the President.

5. **In compliance to DTFC Memo. No. 575 and to MC No. 94, s. 2022, a one day work from home per week shall be allowed for all teaching and non-teaching personnel in the division and field offices, any day from Monday to Friday effective January 17, 2022. This modifies the 50% on-site and 50% WFH arrangement currently observed.**

Attached is a sample work arrangement showing one day work from home of personnel while others are on-site personnel on a daily basis.

6. Schools Heads are to submit to the PSDS a copy of the work arrangement to this effect. Furthermore, School Heads are requested to strategize so that distribution and retrieval of modules on Mondays and Fridays, respectively, shall not be compromised even if some teaching personnel may be in a WFH arrangement on those days.

7. For guidance and compliance.

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**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/OSDS/SPP/bing

Page 2 of 2  
11/11/2022



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Enclosure to Division Memo. No. \_\_\_\_\_  
SAMPLE WORK ARRANGEMENT (No. of Personnel 10)

TEACHERS	MONDAY	TUESDAY	WEDNESAY	THURSDAY	FRIDAY	
	ONSITE	ONSITE	ONSITE	ONSITE	ONSITE	
TEACHER A	C D E F G H I J	A B	I J	G H	E F	
TEACHER B		C D	A B	I J	G H	
TEACHER C		E F	C D	A B	I J	
TEACHER D		I J	G H	E F	C D	A B
TEACHER E		WFH	WFH	WFH	WFH	WFH
TEACHER F	A B	I J	G H	E F	C D	
TEACHER G						
TEACHER H						
TEACHER I						
TEACHER J						

MR

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM CIRCULAR NO. 94**

**PROVIDING FOR THE REQUIREMENTS AND PROCEDURES FOR  
REDUCING ON-SITE WORKFORCE IN GOVERNMENT OFFICES  
BELOW THE MINIMUM SET FORTH UNDER THE ALERT LEVEL  
SYSTEM, AMENDING FOR THE PURPOSE MEMORANDUM  
CIRCULAR NO. 86 (S. 2021) AND MEMORANDUM CIRCULAR NO.  
93 (s. 2021)**

**WHEREAS**, Article II, Section 15 of the Constitution declared it a policy of the State to protect and promote the right to health of the people;

**WHEREAS**, the President, through Executive Order No. 151 (s. 2021) approved the nationwide implementation of the Alert Level System and the adoption of the "Guidelines on the Implementation of Alert Levels System for COVID-19 Response in Pilot Areas";

**WHEREAS**, Memorandum Circular (MC) No 93 (s. 2021) provides for the required on-site workforce in government agencies and instrumentalities under the Alert Level System, and further provides that the provisions of MC No. 86 (s. 2021) on compliance with health protocols in the workplace and temporary closure of premises of government agencies and instrumentalities shall continue to be observed during the implementation of the Alert Level System;

**WHEREAS**, with the recent surge of COVID-19 cases in the country, there are reports that government offices are finding it difficult to comply with the minimum on-site workforce provided in the Alert Level System and MC No. 93 due to the increasing number of COVID-19 positive cases among their personnel, and the need to observe isolation and quarantine protocols for such personnel and their close contacts;

**WHEREAS**, there is a need to balance health considerations and the continuous delivery of public services, even in situations where the number of COVID-19 cases suddenly increase;

**NOW THEREFORE**, the following are hereby ordered:

**Section 1. Amendment of MC No. 86 (s. 2021).** Section 3 of MC No. 86 (s. 2021) is hereby amended, thus:

**"Section 3. Reduction of On-site Workforce and Temporary Closure of Premises.** In all cases, the reduction of on-site workforce below the minimum provided in the Alert Level System and the temporary

closure of premises, shall be regarded as extreme measures, reserved for situations where the spread of COVID-19 in the workplace has become overwhelming and unmanageable. Such reduction of on-site workforce and closures shall be governed by the following rules:

- a. The head of an agency or instrumentality considering to reduce its on-site workforce in, or to temporarily close, its main or central office shall submit to the head of the department exercising control or supervision over it, or to which it is attached, a request for clearance to do so. The request shall state the proposed duration of such measure and must be supported by verified data and other documentation which the department head deems fit to require. No reduction of on-site workforce or closure shall be implemented until such clearance is obtained from the head of the department. ✓
- b. The reduction of on-site workforce in, or temporary closure of, branches, and regional or field offices, can be decided by the head of the concerned department, agency or instrumentality. In the case of agencies or instrumentalities, they shall notify the head of the department exercising control or supervision over them, or to which they are attached, of the reduction of on-site workforce or the temporary closure, and the measures adopted to ensure continuous and uninterrupted delivery of public service. This is without prejudice to the discretion of the department head to require prior clearance from his or her office before implementation of such measures.
- c. Agencies or instrumentalities not under the control or supervision of or attached to any department, as well as departments considering the reduction of the on-site workforce in, or the temporary closure of, their main or central offices, shall submit their request for clearance to the Office of the President. The heads of these departments or agencies can also act upon requests for the reduction of on-site workforce in, or temporary closure of, their branches, and field or regional offices, subject to the submission by such heads of the same requirements stated in (b) above, to the Office of the President.
- d. Reduction of on-site workforce or temporary closures merely to conduct disinfection of premises shall not be allowed. Such activity shall be undertaken after office hours or on weekends. ✓
- e. Agencies or instrumentalities implementing the reduction of on-site workforce or temporary closure shall ensure that there will be manned hotlines, on-site or off-site, to respond to the immediate concerns of their respective stakeholders.

**Section 2. Amendment of MC No. 93.** Section 3 of MC No. 93 is hereby amended, thus:

**"Section 3. Continuous effectivity of Memorandum Circular (MC) No. 86 (s. 2021).** The provisions of MC No. 86 (s. 2021), as amended, on compliance with health protocols in the workplace, and the

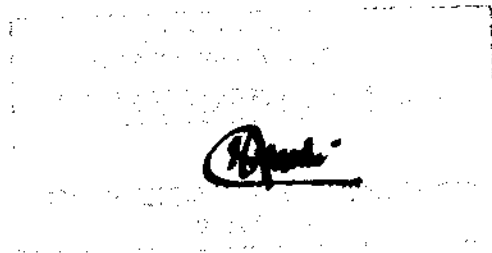
conditions therein for the reduction of on-site workforce or temporary closure of premises of government agencies and instrumentalities, shall continue to be observed under the Alert Level System."

**Section 3. Effectivity.** This Memorandum Circular shall take effect immediately.

**DONE**, in the City of Manila, this 7<sup>th</sup> day of January , in the Year of our Lord Two Thousand and Twenty-two.

By Authority of the President:

  
**SALVADOR C. MEDIALDEA**  
Executive Secretary



DepEd

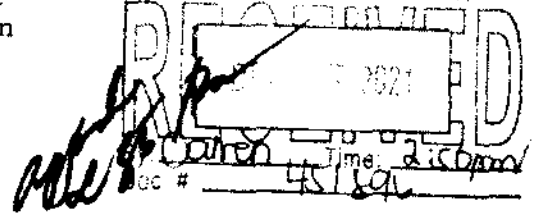


Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY



DepEd Task Force COVID-19

MEMORANDUM No. 575

7 December 2021

For: **Secretary LEONOR MAGTOLIS BRIONES**

Subject: **IATF VACCINATION REQUIREMENT FOR PERSONNEL  
REPORTING ON-SITE BEGINNING 01 DECEMBER 2021**

The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) issued Resolution No. 148-B (**Annex A**), which should have **taken effect on 01 December 2021<sup>1</sup>**, provides that "in areas where there are sufficient supplies of COVID-19 vaccines as determined by the National Vaccines Operation Center (NVOC), **all establishments and employers in the public and private sector shall require their eligible employees who are tasked to do on-site work to be vaccinated against COVID-19**. Eligible employees who remain to be unvaccinated may not be terminated solely by reason thereof. However, they shall be **required to undergo RT-PCR tests regularly at their own expense for purposes of on-site work**. Provided that, antigen tests may be resorted to when RT-PCR capacity is insufficient or not immediately available."

The following guidelines are further provided through IATF Resolution No. 149 (**Annex B**):

- In furtherance of IATF Resolution No. 148-B (s. 2021) providing for the implementation of measures to increase demand for COVID-19 vaccinations but except when all the onsite employees/workers of an establishment are required under the Alert Level System Guidelines to be fully vaccinated, all partially vaccinated employees in the public and private sector tasked to do onsite work need not undergo regular RT-PCR test at their own expense, as long as their second dose is not yet due pursuant to the interval prescribed for the brand of vaccine received as first dose.
- To clarify the requirement of regular RT-PCR tests for purposes of onsite work, its frequency shall be construed as that determined by the employer but which should be at least once every two weeks.

<sup>1</sup> After publication in a newspaper of general circulation and/or the Official Gazette



### Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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In this regard, the DepEd Task Force COVID-19 (DTFC) recommends the following guidelines, for compliance by the offices and personnel concerned, upon approval of the Secretary:

1. All offices and schools shall ensure compliance with the minimum/required percentage of the workforce that needs to be present on-site, based on the latest guidelines of the IATF accessible at [https://iatf.doh.gov.ph/?page\\_id=77](https://iatf.doh.gov.ph/?page_id=77). To date, the latest *Guidelines on the Implementation of Alert Levels System for Covid-19 Response* are as of 18 November 2021, and provide the following:

Alert Level	Provision on Work in Government
Alert Level 5	Areas placed under Alert Level 5 shall observe the guidelines applicable to Enhanced Community Quarantine (ECQ) as provided for under the IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, as amended. The benefits applicable to ECQ shall be applicable in Alert Level 5. <sup>2</sup>
Alert Level 4	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 40% on-site capacity while applying work-from-home and other flexible work arrangements.
Alert Level 3	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 60% on-site capacity while applying work-from-home and other flexible work arrangements.
Alert Level 2	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 80% on-site capacity while applying work-from-home and other flexible work arrangements.
Alert Level 1	All establishments, persons, or activities, are allowed to operate, work, or be undertaken at full on-site or venue/seating capacity provided it is consistent with minimum public health standards; provided further, that face to face classes for basic education shall be subject to prior approval of the Office of the President.

2. Offices and schools shall continue to consider the health status of the personnel (e.g., comorbidities) in determining who will be required to report on-site to comply with the minimum/required percentage of on-site personnel.
3. Consistent with IATF Resolution Nos. 148-B and 149, s. 2021, the following shall be observed in DepEd:
  - a. Offices and schools shall coordinate with their respective Regional VOCs and/or Local VOCs to inquire whether there are sufficient supplies of COVID-19 vaccines in their respective areas, as determined by the NVOC.

<sup>2</sup> Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of September 23, 2021: Agencies and instrumentalities of the government shall be fully operational, with a skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC). (As amended by Paragraph B of IATF Resolution no. 106-B, March 28, 2021)





- i. The IATF vaccination/RT-PCR/antigen requirement for onsite personnel, as stipulated in IATF Resolution Nos. 148-B and 149 and as elaborated in this section, applies only to such areas.
  - ii. The DTFC is coordinating with the NVOC for a centralized reference list of areas where there are sufficient supplies of COVID-19 vaccines and which are covered by the IATF resolutions.
- b. Only personnel who have been fully vaccinated will be allowed to work on-site. They shall be required to present their vaccination cards as proof of vaccination before they are included in the list of personnel allowed to report on-site. Those who have not been vaccinated shall remain under a work-from-home arrangement.
  - c. Personnel who have not been vaccinated, but are eligible, shall continue to be encouraged to be vaccinated, especially if they will soon be required to report on-site.
  - d. If unvaccinated personnel will be required to report on-site, they shall **be required to present a negative result of RT-PCR test undertaken at most 48 hours before the day of reporting, and which shall be valid for up to two weeks from the day of testing<sup>3</sup>**, unless the personnel develop symptoms, for which they shall stop reporting on-site and proceed to established health protocols.
    - i. When RT-PCR capacity is insufficient or not immediately available, antigen tests may be resorted to.
    - ii. The RT-PCR or antigen test of unvaccinated personnel **who have refused to be vaccinated despite being eligible** for vaccination shall be charged at the personnel's expense.
    - iii. Partially vaccinated personnel required to do onsite work **need not undergo regular RT-PCR test at their own expense, as long as their second dose is not yet due** pursuant to the interval prescribed for the brand of vaccine they received as first dose.
    - iv. Concerned offices and schools are requested to **facilitate/cover the costs of the testing of personnel** who are required to report on-site but cannot be vaccinated because their **second dose is not yet due** pursuant to the interval prescribed for the brand of vaccine they received as first dose or because of **valid medical reasons**.

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<sup>3</sup> IATF Resolution No. 149 provides: "To clarify the requirement of regular RT-PCR tests for purposes of onsite work, its frequency shall be construed as that determined by the employer but which should be at least once every two weeks."



- v. Personnel who have valid medical reasons for not being vaccinated shall present a medical certificate from their attending physician, for validation by the nearest DepEd medical officer<sup>4</sup>. The DepEd medical officer shall monitor the personnel's condition and request the regular updating of their medical certificate, as may be applicable, and ensure that the personnel will be vaccinated when already eligible or cleared.
- e. For consistency, the same requirement—that they are either fully vaccinated or RT-PCR/antigen-negative, as described above—shall be imposed on:
  - i. personnel required to travel or attend a work-related face-to-face gathering (e.g., seminar, training, monitoring, workshop, forum, meeting);
  - ii. visitors who need to enter officer premises for necessary transactions;
  - iii. guests who need to join work-related face-to-face gatherings.
- f. The Bureau of Human Resource and Organizational Development (BHROD) is requested to provide guidance on how to handle the attendance records of personnel who cannot be accommodated in office premises, despite being required to report onsite, due to failure to present proof of vaccination or valid negative RT-PCR/antigen test result.
- g. It is reiterated that vaccination remains **not mandatory**, and no personnel who remain to be unvaccinated may be terminated solely by reason thereof.

This is consistent with **Republic Act No. 11525** titled *An Act Establishing the Coronavirus Disease 2019 (COVID-19) Vaccination Program, Expediting the Vaccine Procurement and Administration Process, Providing Funds Therefor, and for Other Purposes*, as cited in **DepEd Memorandum No. 28, s. 2021** titled *Comprehensive Guidance on the Participation of the Department of Education in the Implementation of the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines*.

- 4. All concerned units at the Central Office and the field offices, including the BHROD, the Central Office Task Force COVID-19, and the Composite Team in charge of the pilot implementation of face-to-face classes, are requested to provide necessary guidance or update existing guidelines as may be needed to comply with this memorandum and the cited national issuances.

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<sup>4</sup> In case the SDO does not have a medical officer, the medical officer from the Regional Office (RO) may validate the medical certificate. In case both the SDO and the RO do not have a medical officer, the medical officer from nearby SDO may validate the medical certificate.



5. In case of changes to national issuances which became the bases for this memorandum, such changes will be automatically honored.

For queries regarding this concern, please contact the DTFC Secretariat, BLSS-SHD, through (02) 8632 9935 or email at [medical.nursing@deped.gov.ph](mailto:medical.nursing@deped.gov.ph).

For the consideration and approval of the Secretary.

  
**ALAIN DEL B. PASCUA**  
Undersecretary  
Chairperson, DepEd Task Force COVID-19

cc: **Undersecretaries and Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors and BARMM Education Minister**  
**Schools Division Superintendents**  
**School Heads**



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