



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF ISABELA

**MEMORANDUM**

To: Public Schools District Supervisors/Districts In-Charge  
Public & Private Secondary & Elementary Schools Heads  
All Others Concerned

From: **MADELYN L. MACALLING, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Date: January 03, 2022

Subject: **ALTERNATIVE WORK ARRANGEMENT OF DISTRICTS AND SCHOOLS UNDER SDO ISABELA FROM JANUARY 03 TO 15, 2022**

1. Per Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases on December 15, 2021 and Executive Order No. 36, series of 2021 issued by the Governor of the Province of Isabela declaring Level 2 in the entire province, all Districts and Schools under SDO Isabela shall continue to implement the Alternative Working Arrangement to ensure the safety and welfare of personnel.
2. All Public Schools District Supervisors and School Heads shall implement **at least eighty percent (80%) on-site workforce**.
3. Public Schools District Supervisors and School Heads are advised to prepare their respective schedules for the on-site workforce from January 03 to 15, 2022. They are likewise requested to inform their respective staff to prepare their work plans and accomplishments under off-site/work-from-home scheme within the covered period.
4. Personnel who are 60 years old and above and those with comorbidities or health risks and pregnant women are encouraged to implement the off-site scheme.
5. All identified personnel who will physically report on-site shall strictly observe the minimum public health standards in the office at all times. Compliance to Covid-19 protocols issued by the Local Government Units shall likewise be strictly observed.
6. For information, guidance, and compliance.

DEPED - ISABELA  
RELEASED  
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