



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS NORTE**  
Laoag City

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**DIVISION MEMORANDUM**

**No. DM-OSDS-2020- \_\_\_\_\_**

**TO: ALL SCHOOL HEADS, TEACHING AND NON-TEACHING  
AND ALL OTHER PERSON/S CONCERNED**

**FROM: JOANN A. CORPUZ EdD, CESO VI**  
Schools Division Superintendent

**SUBJECT: MEMORANDUM FOR THE EARLIER MEMORANDUM DATED March 16, 2020  
GUIDELINES ON COMPLIANCE WITH PROCLAMATION NO. 922 DATED MARCH 8, 2020  
AND EXECUTIVE ORDER NO. 60-20 DATED MARCH 14, 2020 RE: COVID-19 OUTBREAK**

**DATE: March 17, 2020**

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1. This office had issued a Division Memorandum in accordance to the Proclamation No. 922, issued by Pres. Rodrigo Roa Duterte and in accordance with the Executive Order of the Provincial Government of Ilocos Norte.
2. Thereafter, the DepEd Central Office issued DepEd Order No. 43, S. 2020 providing for the guideline for the alternative work schedule.
3. With the development of the current situation, the Office of the President issued the Enhanced Community Quarantine and Stringent Social Distancing Measures over the entire Luzon, including the National Capital Region (NCR).
4. In view of the issuances given by the proper authority, please be guided accordingly. All personnel of the DepEd Schools Division of Ilocos Norte are required to update themselves of all the news and issuances from the Office of the President and the Provincial Government of Ilocos Norte.
5. Furthermore, due to the latest proclamation of the Office of the President, all teaching and non-teaching personnel under DepEd Schools Division of Ilocos Norte are advised to follow the following:
  - a. Teaching and non-teaching personnel in the elementary and secondary shall not be required to report to work for the duration of the class suspension. Any and all work related communications, should be done through teleconferencing or any other online means without the need of reporting to work. The school heads and unit heads are instructed to be lenient to all the teaching/non-teaching personnel under them for the duration of the suspension of classes.
  - b. For employees of the Division Office, "Work From Home" scheme is strictly advised, and submit to their respective unit heads their (*Office/School Work Week Plan<sup>1</sup> and Individual Work Week*

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<sup>1</sup> Enclosure No. 1, page 5, DepEd Memorandum No. 043, S. 2020

*Accomplishment Report*<sup>2)</sup> thru the use of online internet services or any other practical means which shall not require the presence of the employee at the work place for a long period of time;

- c. Except for employees of the Division Office which the “work from home” scheme cannot be done or is impractical to do, UNIT HEADS are instructed to manage all their personnel which will give due considerations to the medical condition/geographical location of their houses/importance of work. If practicable, no personnel shall be required to work inside the Division Office.
  - d. Class related activities are prohibited.
  - e. Requiring students/pupils/parents to report to the school is not allowed.
  - f. School activity involving teachers and School Heads must be issued approval/permission first from the Schools Division Superintendent.
  - g. All Employees who are scheduled to work at home shall ensure that their communication lines are open to guarantee that public service is not jeopardized.
  - h. Schools Heads shall be responsible in informing parents and Parent-Teacher Association (PTA) officials of the current situation and the guidelines being adopted by the Schools Division of Ilocos Norte.
6. **Any deviation** from the instructions given above shall be with the **approval of the Schools Division Superintendent**.
  7. Previous Division memorandum and other office instruction inconsistent with this Memorandum is hereby repealed.
  8. This memorandum is without prejudice to any superseding issuance/s coming from the Office of the President, Office of the Governor of Ilocos Norte, from DepEd Central Office, and any other office which has jurisdiction over this Office.
  9. Finally, all are required to stay safe, follow the instructions of the proper authorities, and always stay vigilant.

FOR DISSEMINATION, IMMEDIATE AND STRICT COMPLIANCE.

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<sup>2</sup> Enclosure No. 2, page 6, DepEd Memorandum No. 043, S. 2020