



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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March 10, 2021

**DIVISION MEMORANDUM**

No. **62**, s. 2021

**AVAILABILITY AND ACCESSIBILITY OF PERSONNEL DURING CORE WORK HOURS**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned**

1. Attached is a copy of the Memorandum DM-PHROD-2021-0119 dated March 1, 2021, titled "**Availability and Accessibility of Personnel during Core Work Hours**", content of which is self-explanatory.
2. Please be guided accordingly.
3. Immediate and wide dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

PYM/mtb



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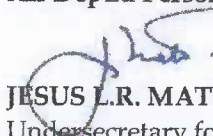
## Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-PHROD-2021-0119

TO : Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
Other Heads of Offices  
All DepEd Personnel Concerned

FROM :  JESUS L.R. MATEO  
Undersecretary for Planning, Human Resource and Organizational  
Development

SUBJECT : Availability and Accessibility of Personnel during Core Work Hours

DATE : 01 March 2021

Pending the release of the enhanced guidelines on the alternative work arrangements (AWA) in the Department and in light of the recent community quarantine classifications, Heads of Offices and personnel are **reminded** on the following provisions:

1. All DepEd personnel are required to complete the eight (8)-hour work day or the 40-hour work week regardless of the type of AWA implemented in the respective office/school/CLC.
2. Aligned with item 5.10 of the Civil Service Commission Memorandum Circular No. 18 s.2020, **each office/school/CLC shall ensure that at least one (1) staff is present during the core working hours (8:00 a.m. to 5:00 p.m.) of each workday in order not to prejudice public service delivery.** The assigned personnel should be available on-site to receive documents and respond to queries via phone call or walk-in.
3. As a reiteration of Item 16.a.iii of DepEd Order No. 11 s. 2020, **Personnel under work-from-home (WFH) arrangement shall make themselves available and accessible during agreed working hours** and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers.

Heads of Offices are requested to meet with their personnel and make the necessary adjustments in the work schedules.

For inquiries or clarifications, please contact the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) through phone at 02 8633 9345 or email at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph).

Please be guided accordingly. Thank you.

BHROD-OD/ron