



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**9 NOVEMBER 2021**

Office MEMORANDUM  
No. **189**, s. 2021

**SUSPENSION OF THE ONE-DAY WORK-FROM-HOME (WFH)**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum and Implementation Division  
All Chief of Sections  
All Division Personnel

1. Section 3.1.c. of Civil Service Commission Memorandum Circular No. 18, s. 2020 explicitly states, the employees are required to report to the office when there are indispensable services needed to be rendered. Thus, with the upcoming year-end reports and activities, WFH arrangement is hereby suspended effective November 16, 2021 until the office deems it necessary.
2. There will be strict compliance on safety and health protocols in the division to mitigate and prevent viral infections in the office through proper sanitation and adequate physical distancing.
3. For your information, guidance, and compliance of all concerned.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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