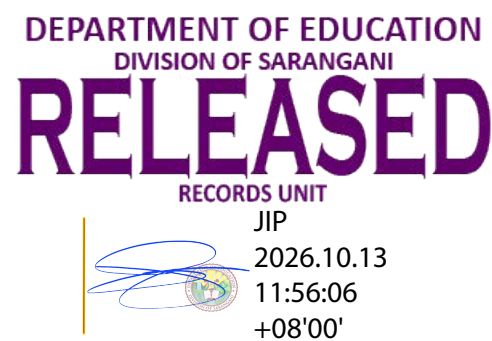




Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI



13 Oct 2026

DIVISION MEMORANDUM
OSDS-2026-102

WORK FROM HOME ARRANGEMENT DUE TO POWER INTERRUPTION

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Other Concerned
This Division

1. In view of the scheduled power interruption announced by SOCOTECO II affecting all areas served by the **Alabel Substation** on **October 14, 2026, from 6:00 A.M. to 5:00 P.M.**, and to ensure the continuous delivery of public services while minimizing operational disruptions, this Office shall adopt an **Alternative Work Arrangement (AWA)** for the said date.
2. Accordingly, the **regular Work-from-Home (WFH) arrangement scheduled on Friday** shall be **deemed availed of and replaced by the WFH arrangement on October 14, 2026**. Employees who will work from home on October 14, 2026 shall report physically to the office on the scheduled Friday, subject to regular work arrangements and office requirements.
3. To ensure continuity of essential operations and frontline services, a **skeleton workforce** shall be maintained at the office. Enclosed are the list of personnel who shall be included in the skeleton workforce and ensure the uninterrupted delivery of critical services.
4. The following guidelines shall be observed:
 - a. Personnel included in the skeleton workforce shall report to the office on October 14, 2026 and render services during regular office hours.
 - b. All other personnel whose duties can be performed remotely shall work from home and remain available through official communication channels throughout the workday.
 - c. Employees under the WFH arrangement shall accomplish assigned tasks and submit required outputs to their respective supervisors within the prescribed timelines.
 - d. Immediate supervisors shall monitor attendance, productivity, and work outputs of personnel under both the WFH and skeleton workforce arrangements.
5. Online meetings, coordination activities, and client transactions shall be conducted through appropriate digital platforms whenever feasible.
6. Notwithstanding the Work-from-Home arrangement, personnel responsible for security services, grounds maintenance, and housekeeping services shall report



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onsite to ensure the safety, security, cleanliness, and upkeep of office premises and facilities.

7. This memorandum takes effect immediately and shall remain in force for **October 14, 2026 only**, unless otherwise amended by subsequent issuance.
8. For guidance and strict compliance.
9. For inquiries, please contact Irma May G. Dinasas at her email address at irmamay.dinasas@deped.gov.ph.
10. For your information and guidance.

Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
2023.008.20470

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: as stated

Reference: None

To be indicated in the Perpetual Index
Under the following subject:

COMMUNICATIONS
WORK FROM HOME ARRANGMENT

IMGD/OSDS-ADMIN/DM- WORK FROM HOME ARRANGEMENT DUE TO POWER INTERRUPTION
0794/October 13, 2026





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

ENCLOSURE NO. 1

OFFICE	NAME	POSITION
SDS	Airen Palalisan	Administrative Assistant II
ASDS	Angelie Llego	Administrative Assistant III
Administrative Services	Mark Louie Salbame	Administrative Aide VI
Records	Jackie Lou Villegas	Administrative Aide VI
Cash	Sarah Jane Sugian	Administrative Assistant III
Property and Supply	Ronnie Josol	Administrative Aide VI
Personnel	Peter Rudolf Vigafria	Administrative Aide VI
Procurement	Jayve Permito	Administrative Aide VI
Payroll	Joan Nineveh Landero	Administrative Assistant III
Accounting	Joseph Jamio	Casual Clerk
	Jasmin Abiera	Casual Clerk
Budget	Romeo Astilla Jr.	Administrative Assistant III
CID	Michelle Alindajao	Administrative Assistant III
	Emily Alicer	Casual Clerk
SGOD	Maribel Ortibano	Administrative Assistant III
SMME	Jestoni Sales	EPS II
SMN	Ismael Villaluz	EPS II
EFS	Vivien Corilla	Casual Clerk
SHS	Thessa Coreen Budollo	COS
Planning and Research	Rosalie Traya	Casual Clerk
HRDS	Aisa Cruz	Administrative Assistant III
YFD	Clark Jay Parantar	COS
DRRM	Darryl Villamor	COS

