



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 September 2020

DIVISION MEMORANDUM  
 No. 245 s. 2020

**CALABARZON ALTERNATIVE WORK ARRANGEMENT TEMPLATE**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. In Reference to Regional Memorandum No. 20-439 this office reiterates the submission of the SDO Unit Head/Chief and schools/CLC chosen/determined alternative work arrangement every month in hard copy not later than the 2<sup>nd</sup> day of the succeeding month at the office of the Administrative Officer V for the accomplished AWA template.
2. Division Memorandum No. 122, s.2020 is still in effect and shall be observed.
4. The new accomplished monthly AWA can be accessed in this <https://tinyurl.com/tay-awa-template>.
5. Division Office will monitor the compliance of the said DepEd Order and Regional Memorandum.
6. Strict compliance of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
 Schools Division Superintendent

Encl.:  
 As stated

Reference:  
 DepEd Order. No. 11, s.2020  
 Regional Memorandum No.20-439

To be indicated in the Perpetual Index under the following subjects:  
 Monitoring and Evaluation  
 Personnel Attendance/Work Hours



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