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Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

OCT 29 2026

SCHOOL MEMORANDUM
No. 195, s. 2026

CLARIFICATION ON THE IMPLEMENTATION OF ALTERNATIVE DELIVERY MODES AND WORK ARRANGEMENTS DURING THE SUSPENSION OF CLASSES PURSUANT TO DEPED ORDER NO. 22, S. 2024

To: Deputy Directors
Functional Division Chiefs
Teaching and Non-Teaching Personnel
All Others Concerned

1. In the interest of ensuring the safety and welfare of learners and personnel while maintaining the continuity of teaching, learning, and essential school operations, this Memorandum is issued to clarify the implementation of DepEd Order No. 22, s. 2024, titled *"Revised Guidelines and Work Suspension in Schools During Disasters and Calamities"*

2. In the event of the suspension of face-to-face classes due to natural disasters, power outages or interruptions, and other calamities or emergencies, the school shall adopt appropriate learning delivery arrangements, subject to feasibility, prevailing circumstances, and the availability of necessary resources.

3. **Implementation of Alternative Delivery Modes (ADMs).** When face-to-face classes are suspended, the school shall implement Modular Distance Learning, Online Distance Learning, or Blended Learning, where feasible, to ensure learning continuity. In circumstances where available resources and prevailing conditions permit, the School Director shall exercise discretion in selecting the most appropriate Alternative Delivery Mode (ADM), taking into account the nature and extent of the emergency, learners' access to learning materials and technology, internet connectivity, and the capacity of teachers and learners to participate effectively in the selected modality.

4. **Work Arrangements During the Suspension of Classes.** When classes are suspended due to calamities and emergencies, teaching and non-teaching school personnel, shall not be required to report on-site, except personnel specifically mandated to perform essential duties relating to security, safety, finance, engineering, sanitation, health, and disaster response. The deployment of such personnel shall be limited to necessary functions and shall be subject to applicable directives, safety considerations, and existing government policies.

5. **Work-from-Home Arrangements and Availability During Official Hours.** Teaching and non-teaching personnel who are not required to report on-site shall perform their duties through work-from-home arrangements, as applicable to their

respective functions. They shall remain reachable and available during official working hours through designated communication channels to facilitate coordination, respond to work-related concerns, accomplish assigned tasks, and ensure the continuity of essential school services.

6. For the effective implementation of these provisions, all concerned personnel shall observe the following guidelines:

a. **Teaching Personnel.** Teachers shall prepare and facilitate appropriate learning activities using the selected ADM, where feasible, and communicate learning instructions and requirements to learners and parents or guardians through available communication channels.
b. **Non-Teaching Personnel.** Administrative and support personnel shall perform tasks that can be accomplished remotely, including document preparation, records management, report preparation, coordination, and other essential administrative functions, consistent with their respective duties and responsibilities.
c. **Personnel Assigned to Essential On-Site Duties.** Personnel whose functions are necessary to maintain school security, safety, financial operations, health services, and disaster response may be required to report on-site when duly authorized or directed. Appropriate safety precautions shall be observed at all times.
d. **Communication and Accountability.** All personnel shall maintain communication with their immediate supervisors and comply with reasonable work assignments, reporting requirements, and coordination arrangements during the suspension period.
e. **Consideration of Emergency Conditions.** The implementation of learning activities and work-from-home arrangements shall take into account the actual conditions arising from the calamity or emergency, including power interruptions, connectivity limitations, transportation disruptions, displacement, and risks to personal safety. Personnel shall promptly inform their immediate supervisors when such circumstances prevent them from performing assigned tasks.

7. All teaching and non-teaching personnel are reminded that the suspension of face-to-face classes does not automatically mean the cessation of learning activities or essential school services. Rather, appropriate alternative arrangements shall be adopted whenever feasible, while ensuring that the safety and welfare of learners and personnel remain paramount. Moreover, they are advised to be vigilant and stay informed of current situations in their localities and announcements from local and national authorities.

8. This Memorandum shall be implemented in accordance with DepEd Order No. 22, s. 2024, and other applicable issuances and directives of the Department of Education and other competent government authorities. In case of any inconsistency, the applicable higher-level issuance or subsequent directive shall prevail.

9. Immediate and wide dissemination of this Memorandum is earnestly desired.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: None
Reference: As stated
To be indicated in the Perpetua Index under the following subjects

SUSPENSION CLASSES LEARNING AND SERVICE CONTINUITY

OSD01/AD01 October 23, 2026