



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

June 17, 2020

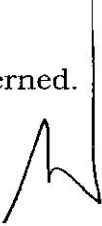
DIVISION MEMORANDUM

No. 147, s. 2020

**OFFICE/SCHOOL/CLC WORKWEEK PLAN AND INDIVIDUAL DAILY LOG AND
ACCOMPLISHMENT REPORT**

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Department of Education (DepEd) Memorandum No. 11, s. 2020 titled **Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic**, all teaching and nonteaching personnel are hereby directed to use the enclosure nos. 2 and 3 as official templates for **Office/School/CLC Workweek Plan** and **Individual Daily Log and Accomplishment Report**.
2. No record of accomplishment means no work has been performed for the day, thus subjecting the staff to absence.
3. For information, guidance and compliance of all concerned.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/ADMIN/atm



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Enclosure No. 2 to DepEd Order No. 011, s. 2020

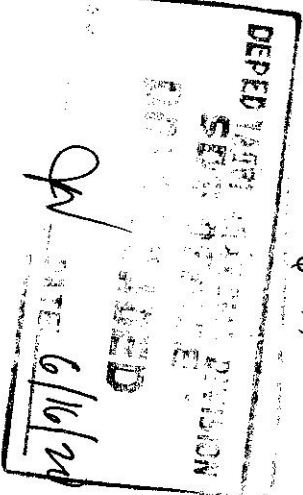
OFFICE/SCHOOL/CLC WORKWEEK PLAN

To the Personnel Division/Section/Unit:

In compliance with the DepEd Order No. 011, s. 2020, the (DIVISION/OFFICE) is hereby submitting the workweek plan for the period: **June 22-26, 2020.**

Name of Personnel/ Position	Pre-existing Health Condition and/or disease	Alternative Work Arrangement*, Time and Period					Target Deliverables for the Week	Signature
		Mon	Tue	Wed	Thu	Fri		
Ex. Juan del Mundo PDO III	None	Skeleton WF 8AM-3PM	WFH 8AM-5PM	Skeleton WF 8AM-3PM	WFH 8AM-5PM	Skeleton WF 8AM-3PM	1. Submit to Acctg. Division Pending TEVs 2. Receive incoming documents 3. Submit report on xxxxxx 4. Release documents to various offices	
		Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM	WFH 8AM-5PM	Skeleton WF 8AM-5PM		
Ex. Maria Juana dela Cruz	Pregnant							
Ex. Luzviminda Reyes	None	2-week Shift (Week 1) Skeleton WF 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM	2-week Shift (Week 1) Skel 8AM-5PM		

In consideration of the situation of the following personnel who will not be able to perform and submit their Individual Workweek Accomplishment Report for reasons as stated, the undersigned request the payment of their salaries and benefits for the period of (Month-Date, 2020).



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Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Authorized Official or Personnel to serve as Skeleton Workforce	Justifiable Reason/s Not to be Able to Perform Tasks at Home	Signature
Ex. Jose Reyes	Utility Worker	None	No	Assigned to tasks that are dependent only on the office equipment and materials available in the office premises but do not belong to the identified essential or critical services.	
Ex. Julian Santos	Admin Aide	None	No	Assigned to tasks that are dependent only on the normal condition in the office such as receiving and releasing of (hard copies) documents but do not belong to the identified essential or critical services.	

Submitted by:

Approved by:

(Name & Signature of Head of Functional Office)

(Name & Signature of Head of Office)

Date:

Date:

Enclosure No. 3 to DepEd Order No. 011, s. 2020

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel: Juan del Mundo

Division:

Bureau/Service:

Date/s Covered:

Alternative Work Arrangement <i>(*Indicate if 2-week shift)</i>	Date and Actual Time logs	Actual Accomplishments
Skeleton Workforce	5/16/2020 Time-in: 7:30AM Time out: 5:00 PM	Process Liquidation Report for Workshop AA Submit to Acctg. Division Pending TEVs Receive incoming documents
Work-from-Home	5/17/2020 Time-in: 7:00AM Time out: 6:00 PM	Facilitate meeting with Office AA via MS Teams Submit report on xxxxxx
Skeleton Workforce	5/18/2020 Time-in: 7:50AM Time out: 5:00 PM	Receive incoming documents
Work-from-Home	5/19/2020 Time-in: 7:30AM Time out: 7:00 PM	Draft Memo re: xxxxxx
Skeleton Workforce	5/20/2020 Time-in: 8:00AM Time out: 5:00 PM	Submit report on xxxxxx

Submitted by:

Approved by:

(Name & Signature of Personnel)
Date:

(Name & Signature of Head of Office)
Date: