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* | *WFH* | *Skeleton WF* | *WFH* | *Skeleton WF* | 1. *Submit to Acctg. Division Pending TEVs* 2. *Receive incoming documents* 3. *Submit report on xxxxxx* 4. *Release documents to various offices* |  |
| *8AM-3PM* | *8AM-5PM* | *8AM-3PM* | *8AM-5PM* | *8AM-3PM* |
| Ex. Maria Juana dela Cruz | *Pregnant* | *Skeleton WF* | *WFH* | *Skeleton WF* | *WFH* | *Skeleton WF* | 1. *Draft Memo re: xxxxxx* 2. *Prepare draft policy on xxx* 3. *Review related policies and references for xxx* |  |
| *8AM-5PM* | *8AM-5PM* | *8AM-*  *5PM* | *8AM-*  *5PM* | *8AM-*  *5PM* |
| Ex. Luzviminda Reyes | *None* | *2-week Shift (Week 1) Skeleton WF* | *2-week Shift (Week 1) Skel* | *2-week Shift (Week 1) Skel* | *2-week Shift (Week 1) Skel* | *2-week Shift (Week 1) Skel* |  |  |
| *8AM-5PM* | *8AM-5PM* | *8AM-*  *5PM* | *8AM-*  *5PM* | *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).

| **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**  *(\*Indicate if 2-week shift)* | **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) (Name & Signature of Head of Office)

Date: Date: