



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF ANGELES CITY



February 1, 2021

DIVISION MEMORANDUM

No. 026 s. 2021

Guidelines in the Submission of Individual Work-Week Accomplishment Report and Work-Week Plan with the adoption of the 4-day Workweek schedule

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads/OICs of Public Elementary, Integrated School, Secondary and Senior High School
Unit Heads
Non- Teaching Personnel
All other concerned

1. With the adoption of the 4-day Workweek schedule, starting February 1, 2020, please be informed of the new guidelines in the submission of Individual Work-Week Accomplishment Report and Work-Week Plan.
 - a) Division Personnel and Non-teaching Personnel in schools who report for 4 days a week are required to submit every end of the week a detailed Workweek Accomplishment Report only for the day they are on a Work from Home arrangement. They are no longer required to submit a Workweek Plan.
 - b) Division Personnel and Non-teaching Personnel in schools who are 60 years old and above and those with co-morbidity and who remain in a Work From Home Alternative Work Arrangement are required to submit a detailed Work Week Accomplishment Report as well as a Work-Week-Plan to be submitted every end of the week and every Monday of the succeeding weeks, respectively.
2. The said Accomplishment Report is in compliance to the DepEd Memorandum No. 43 s. 2020 , Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the Covid-19 Stringent Social Distancing Measures and DepEd Order No. 11 s. 2020, Revised Guidelines on the AWA in the DepEd during the Period of State of National Emergency due to Covid-19 Pandemic ***b. IV.2 " The time and attendance or the actual time log (in and out) shall be monitored using the log book or Daily Time Record (DTR) mechanisms that will not require contact, and as reflected in the Office /School/CLC***



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WorkWeek Plan and Individual Daily Log and Accomplishment Report; and 3) No record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence."

3. For strict compliance.

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Officer-In-Charge
Office of the Schools Division Superintendent

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