



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 329, s. 2020

July 6, 2020

UTILIZING CLOCKIFY AS A TIME TRACKING SOFTWARE

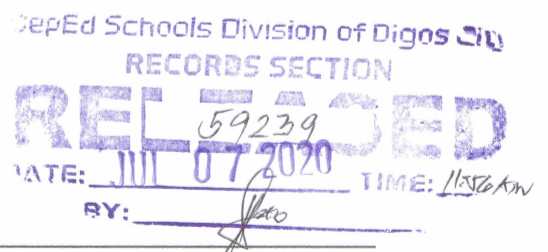
To: Chief Education Supervisors of SGOD & CID
Administrative Officer V – SDO
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2020, otherwise known as the Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic, the Schools Division Office hereby adopts Clockify as a time tracking software for school personnel with a work-from-home arrangement and those who will be serving the remainder of their 8-hour workday schedule in their homes.
2. The Clockify app shall serve as a monitoring and reporting mechanism to validate the performance of assigned work and functions and ensure the delivery of committed essential services and priority programs of the Department.
3. The Division has conducted a Clockify webinar last June 3, 2020, as technical assistance to the schools. The webinar recording can be accessed from the Division Office website: **www.depeddigoscity.org/training_materials** under the title Clockify Webinar for School Heads and ICT Coordinators.
4. School Heads are reminded to review the webinar recording for the proposed setup of the admin and user accounts as well as the mechanism for project tracking and submission of MOVs.
5. All school personnel shall observe strict adherence to this memorandum especially those who are in a work-from-home arrangement and those who are leaving the school premises at 2:30 PM while serving the remainder of their 8-hour workday from home.
6. This Office, through the Planning and Research Section, shall provide technical assistance in using Clockify while the Administrative Section of the Division shall address clarifications to personnel scheduling and reporting.
7. For your information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Encls:
References: DepEd Order No. 11, s. 2020; Division Memo No. 285, s. 2020
To be indicated in the Perpetual Index under the following subjects:
TIME TRACKING; DTR; WORK FROM HOME

xf: utilizing clockify as a time tracking software in the division
6 July 2020



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