



DIVISION MEMORANDUM
No. 522 s. 2020

November 4, 2020

**CLARIFICATION ON THE PREPARATION AND
MAKING OF THE WORK WEEK PLAN AND INDIVIDUAL
ACCOMPLISHMENT REPORT PURSUANT TO
DEPED ORDER NO. 11, S. 2020**

To: Division Chiefs
School Heads
Teaching and Non-teaching Personnel
All others concerned

1. Pursuant to DepEd Order No. 011, s. 2020, DepEd adopts a Revised Guidelines on Alternative Work Arrangement in the Department of Education during the period of State of National Emergency due to COVID-19 Pandemic;
2. Due to the increasing cases of local transmission in the City of Digos, it issued an Advisory Guideline No. 27, series of 2020 on October 30, 2020 mandating that *“all government offices must observe skeletal workforce to continue to work except those involved in security, health services, social welfare, sanitation, disaster and information wherein they will work in full operations.”*
3. In light thereof, this Division adopts a skeletal workforce scheme accordingly. DO No. 011, s. 2020 requires a workweek plan and individual daily log and accomplishment report for this work arrangement. Please see attached Enclosure 2 and 3 thereof as a guide;
4. The workweek plan shall be accomplished by office/school/CLC to ease the additional burden of paper works, enumerating the names of the personnel and specifying the alternative work arrangement together with



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Region XI
SCHOOLS DIVISION OF DIGOS CITY



the target deliverables for the week. The office/school/CLC may ask a workweek plan from each section/unit/department and compile the same as a whole;

- To further ease the burden of paper works and focus more on doing the designated tasks, make results and outputs, the individual daily log and accomplishment report shall only contain the date and time logs and actual accomplishments of personnel **while working from home**, considering that when on-site on skeleton workforce, the section heads and/or Division Chiefs, and department heads and/or school heads may monitor directly what was actually accomplished.
- For your guidance, information and immediate dissemination.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division Office of Digos City
RECORDS SECTION

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BY:

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	WPH 8AM-5PM	Skeleton WF 8AM-3PM	WPH 8AM-5PM	Skeleton WF 8AM-3PM	1. Submit to Accty. Division Pending TFEVs 2. Receive incoming documents 3. Submit report on xxxxxx 4. Release documents to various offices	
Ex. Maria Juana de la Cruz	Pregnant	Skeleton WF 8AM-5PM	WPH 8AM-5PM	Skeleton WF 8AM-5PM	WPH 8AM-5PM	Skeleton WF 8AM-5PM	1. Draft Memo re: xxxxxx 2. Prepare draft policy on xxx 3. Review related policies and references for xxx	
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).

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)
Date:

(Name & Signature of Head of Office)
Date: