



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

10 February 2021

DIVISION MEMORANDUM
No. 080, s. 2021

**SIGNATORIES OF THE DAILY TIME RECORDS, WORKWEEK
PLAN AND INDIVIDUAL WORKWEEK ACCOMPLISHMENTS OF
SCHOOL HEADS**

To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS**

1. Pursuant to the DO 11, s. 2020 issued on 15 June 2020 otherwise known as ***“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 implemented the alternative work arrangement in which personnel are permitted to be on site and on work from home arrangement. The said Department Order imperatively provided that the preparation of the Workweek Plan (WP) and Individual Workweek Accomplishment Report (IWAR) shall be submitted to the Administration Section without distinction as to the work arrangement observed by teaching, non-teaching personnel and division personnel.
2. In relation thereto, this SDO will be modifying such provision in order to implement Republic Act No. 11032 approved on 28 May 2018 entitled: ***“An Act promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-ret Tape Act of 2007, and for other purposes.”***
3. As such the following guidelines shall be observed strictly:
 - i. The Workweek Plan and Individual Workweek Accomplishment Report shall be approved by the Focal Public Schools District Supervisor in the district where the school head belongs. The preparation of the Workweek Plan (WP) shall be before the workweek commenced and the submission of the Individual Workweek Accomplishment Report (IWAR) shall only be proper to the dates when the School Head is on work from home arrangement.
 - ii. The Daily Time Record (DTR) shall initially be submitted to the District Focal Public Schools District Supervisor who monitors the presence and absence of the School Heads and countersigns it before forwarding the DTR and its attachments to the Chief of the School Governance and Operations Division.
 - iii. The Chief of the School Governance and Operations Division shall scrutinize the DTR and its attachments, like: WP/IWAR while on work from home arrangement, printout of the biometric or photocopied pages of the logbook reflective of time “IN” and “OUT”, approved leave of absence, approved travel order/locator slip, certificate/s of appearance, memorandum/a relative to the official travel or engagement and other documents relevant to the entries in the



DTR. The Chief of the SGOD shall sign the DTR before forwarding it to the Human Resource Management Office.

4. Further, the Schools Heads are hereby directed to submit their Daily Time Record in the Records Section of this Schools Division Office within the fifth (7th) working day of the succeeding month. Failure to submit the DTR within the reglementary period the School Head shall be cited with neglect of duty.
5. For immediate dissemination and strict compliance.



CRISTY C. EPE
Schools Division Superintendent

