



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 112

To : Division Chiefs  
Youth Formation Coordinators  
All Public Schools District Supervisors  
All Division Personnel  
All School Heads Concerned  
All School Project W.A.T.C.H Coordinators  
All others Concerned

Subject : **GUIDELINES FOR THE DIVISION PROJECT W.A.T.C.H (WE ADVOCATE TIME CONSCIOUSNESS AND HONESTY) RECOGNITION OF PUNCTUAL EMPLOYEES**

Date : March 28, 2023

The Department of Education (DepEd) issued a DepEd Memorandum No. 410, s. 2009 titled "**Guidelines on the Establishment of Project W.A.T.C.H (We Advocate Time Consciousness and Honesty)**" to strengthen the values of punctuality and honesty in the Department. This is pursuant to Administrative Order No. 255, and Presidential Proclamation No. 1782 titled Declaring the Month of June as W.A.T.C.H Month.

The major goal of the project W.A.T.C.H program is to push forward the recognition of punctuality and honesty as two core values in promoting renewal and development.

Accordingly, this office will establish the project W.A.T.C.H program (We Advocate Time Consciousness and Honesty) with the following Guidelines on recognition of Punctual Employees.

1. In consonance with the Division's continuous and strengthened Project W.A.T.C.H. advocacy and strong commitment to government service, most punctual employees who have consistently arrived at the office before the 8:00 AM official time for the entire month have been recognized for their time consciousness and honesty in their daily time entries reflected on the log sheet and/or biometrics.
2. The awardees have been recognized and conferred with Certificates of Recognition during the Monday Flag Raising Ceremony and Convocation of Division Employees, particularly on the second and third Monday of the succeeding month.

Enclosed: As stated  
SGOD/mlps



3. To put the recognition program in place and to further expand the advocacy, the guidelines for the Division Project W.A.T.C.H. Recognition is herein established, for complete guidance and reference.
4. All schools Division Office employees are highly encouraged to observe and take part in the advocacy program and become advocates and practitioners of Project W.A.T.C.H.
5. All schools, through the Project W.A.T.C.H. coordinators, are also enjoined to adopt the herein guidelines and suit the provisions to their context/local situation. A School Project W.A.T.C.H committee shall also be constituted with the School Head as the Chairperson.

Immediate and wide dissemination of this Memorandum is desired.



**CRISTY C. EPE**

Schools Division Superintendent

JepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**

DATE: MAR 30 2023 TIME: 10:00 AM

BY: [Signature]

## **DIVISION PROJECT W.A.T.C.H. RECOGNITION GUIDELINES**

### **I. CATEGORIES**

#### **A. PUNCTUAL EMPLOYEES**

1. Early Onsite Arrival
2. Early DTR Submission
3. Early Flag Raising Ceremony and Convocation Attendance
4. Early Reports Submission

### **II. GENERAL GUIDELINES**

- A.** The Project W.A.T.C.H. committee and the concerned divisions/sections/ personnel shall closely coordinate vis-a-vis the implementation of the awards and recognitions.
- B.** The Project W.A.T.C.H. committee and concerned divisions/ sections/ personnel shall follow the processes, tasks and schedule for the awards and recognitions.
- C.** All Division office personnel shall honestly reflect their time of onsite arrival and departure on the Daily Log Sheet and Biometrics. Any misrepresentation shall be dealt with accordingly.
- D.** Any concerns, issue, contest, and clarification on the recognition of the recognition shall be coursed through the Project W.A.T.C.H. committee through the focal person who shall verify the matter with the concerned division/ section/ personnel, for possible action and/ or reconsideration.
- E.** The categories and other guidelines may still be changed, modified, added, or omitted upon recommendation and as need arises, provided that changes are approved by the Schools Division Superintendent.
- F.** The Project W.A.T.C.H. committee through the focal person shall keep record and file of the awards and recognition including the certificates and list of awardees.

### **III. PROCESS OF RECOGNITION**

#### **A. EARLY ONSITE ARRIVAL**

1. The Personnel Section checks, verifies and validates the time entries of Division Office personnel reflected in the biometrics and log sheet within 10 working days after the end of each months;
2. The Personnel Section prepares a list of personnel who consistently arrive at the office before the 8:00 AM official time within each month, provided that they have completed the required number of work hours;
3. The list of early-bird personnel is duly signed by the Human Resource Management Officer (HRMO) to signify validity;
4. The list is endorsed to the Project W.A.T.C.H. committee through the Division Project W.A.T.C.H. focal person;
5. The Project W.A.T.C.H committee through the Division Project W.A.T.C.H. focal person prepares certificates of recognition bearing the early-bird personnel's names duly signed by the Schools Division Superintendent;
6. The early-bird personnel are awarded with the certificates of recognition during the Monday Flag Raising Ceremony and Convocation.

#### **B. EARLY DTR SUBMISSION**

1. Division personnel shall submit their individual daily time record (DTR) to the Personnel Section within 10 working days of the succeeding month;
2. The Personnel Section duly receives the submitted DTR's with indicated date and time of submission;
3. The Personnel Section extracts the DTRs submitted within 10 working days and prepares a list ranking the earliest to the latest among the submitted DTR's;
4. The list of personnel who submitted their DTRs early is endorsed after 15 working days to the Project W.A.T.C.H committee through the Division Project W.A.T.C.H. focal person;
5. The Project W.A.T.C.H. committee through the Project W.A.T.C.H. focal person prepares certificates of recognition bearing the concerned personnel's names, duly signed by the Schools Division Superintendent;



6. The personnel on the list are awarded with the certificates of recognition during the Monday Flag Raising Ceremony and Convocation;
7. The top 5 earliest Division personnel receive additional tokens/prices of appreciation on top of the certificates.

#### **C. EARLY FLAG RAISING AND CONVOCATION ATTENDANCE**

1. The Division personnel will join the in-person/or virtual Monday Flag Raising Ceremony and Convocation.
2. Personnel Section will provide attendance sheet and lists down and ranks the top 5 earliest.
3. Personnel Section endorses the top 5 earliest attendees to the Project W.A.T.C.H. committee through the Division Project W.A.T.C.H. committee focal person;
4. The Project W.A.T.C.H. committee through the Division Project W.A.T.C.H. committee focal person prepares certificates of recognition bearing the concerned personnel's names, duly signed by the Schools Division Superintendent;
5. The personnel on the list are awarded with certificates of recognition during the Monday Flag Raising and Convocation;
6. The earliest among the top 5 Division personnel receives an additional token/price of appreciation on top of the certificate.

#### **D. EARLY REPORTS SUBMISSION**

1. Each functional division/ section requires/ directs submission of reports from personnel with specific deadlines.
2. The division/section personnel shall submit the required reports to the section head/division chief on or before the deadline.
3. The division chief/section head or any assigned personnel duly receives the report indicated with date and time.
4. The division chief/section head or any assigned personnel lists down the personnel who submitted their reports and ranks them, from the earliest to the latest.
5. The functional division/section recognizes the personnel who submitted their reports early and beat the deadline.
6. Certificates of Recognition, duly signed by the section head/division chief, are given to the recognized personnel (token may be also given).
7. The functional division/section endorses the lists of recognized personnel to the Project W.A.T.C.H committee through the Division Project W.A.T.C.H. focal person, for recognition during the Monday Flag Raising and Convocation.