



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

April 26, 2021

DIVISION MEMORANDUM
DM No. 238, s. 2021

REITERATION ON THE COMPLIANCE OF SDO PERSONNEL TO DEPED ORDER NO. 011, S. 2020 ENTITLED ALTERNATIVE WORK ARRANGMENTS IN DEPED DURING THE STATE OF NATIONAL EMERGENCY DUE TO COVID19 PANDEMIC

To: OIC-Asst. Schools Division Superintendent
Division Chiefs and Section/Unit Heads
Education Program/District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office reiterates the compliance of all SDO Personnel to DepEd Order No. 011, s. 2020 on Revised Guidelines on Alternative Work Arrangments in Deped During the Period of State of National Emergency Due to COVID-19 Pandemic, specifically on item no. 16.a.iii.4 as stated:
"...The time and attendance or the actual time log (in and out) shall be monitored as reflected in the Office/School/CLC Workweek Plan (Enclosure No. 2) and Individual Daily Log and Accomplishment Report (Enclosure No. 3) as approved by the head of office. No Record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence".
2. Immediate and strict implementation of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

OSDSkoo/04/26/2021

DEPEDQUEZON-TM-SDS-04-009-003



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Date/Time: 4/26/2021
By: Pomni
Ref. no. DM 238, s. 2021

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 W/F 8AM-3PM	W/FH 8AM-5PM	Skeleton W/F 8AM-3PM	W/FH 8AM-5PM	Skeleton W/F 8AM-3PM	<ol style="list-style-type: none"> 1. Submit to Acctg. Division Pending TEVs 2. Receive incoming documents 3. Submit report on xxxxxx 4. Release documents to various offices 	
Ex. Maria Juana dela Cruz	Pregnant	Skeleton W/F 8AM-5PM	W/FH 8AM-5PM	Skeleton W/F 8AM-5PM	W/FH 8AM-5PM	Skeleton W/F 8AM-5PM	<ol style="list-style-type: none"> 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 W/F 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 / a Not to be Able to Perform Tasks at Home	Signature
Ex. Jose Reyes	Utility Worker	None	No	<i>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.</i>	
Ex. Julian Santos	Admin Aide	None	No	<i>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.</i>	

Submitted by:

Approved by:

(Name & Signature of Head of Functional Office)
Date:

(Name & Signature of Head of Office)
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 <i>(*Indicate if 2-week shift)</i>	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)

(Name & Signature of Head of Office)

Date:

Date: