



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

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**Office of the Schools Division Superintendent**

Division Memorandum No. 169, S. 2020

**GUIDELINES IN THE ACCOMPLISHMENT OF WORK PLAN AND ACCOMPLISHMENT REPORT AS A WORK FROM HOME ARRANGEMENT**

TO: Division Chiefs  
Unit/Section Heads  
School Heads, Public Schools

1. Relative to CSC Announcement 13, s. 2020, *Alternative Work Arrangement in the Light of the Enhanced Community Quarantine for Luzon* par. 3 cites that agencies will submit to CSC a report on the work from home arrangement, and in compliance to DepEd Memorandum 43, s. 2020, Sec 4.b.iv (Work Week plan) and Sec 4.c(Accomplishment Report), this Office releases the guidelines in the accomplishment of work plan and accomplishment report.
2. This covers all personnel including those hired under (Job Order/SEF) and Contract of Service (COS), on sick or vacation leave.
3. For efficient monitoring of work plans and accomplishment report, Template 1 is the individual work plan for the week and template 2 is the individual accomplishment report. The dates will cover the whole week and shall be filled out on a per day basis. **Starting day is March 17, 2020.**

**Template 1: INDIVIDUAL WORK PLAN**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School/Unit/Division: \_\_\_\_\_

DATE (Note: Fill it out on a per day basis and not combining 2 or more days)	Work from Home Time Schedule	Task/Assignment /Output  BE SPECIFIC
March 17	Ex. 7-10AM 10:30-1PM 2PM-3Pm	Draft memo on...
March 18		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Verified by:  
(Immediate Head)

**Template 2: INDIVIDUAL ACCOMPLISHMENT REPORT**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Unit/Division: \_\_\_\_\_

<b>Actual Days of Work from Home</b>  (Note: Fill it out on a per day basis and not combining 2 or more days)	<b>Actual Work from Home Time Schedule</b>	<b>Actual Accomplishment/Output</b> (ex.reports, leaflets, memo, plan etc.)  <b>BE SPECIFIC</b>
March 17, 2020	Ex. 7AM-9AM	Report on.....  Proposal on..... Research....
March 18		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Verified by:  
(Immediate Head)

**4. Submission.**

- a. **The weekly individual work plan will be submitted every Monday of the week.** For the week of March 17-20, Individual Work Plan will be submitted as soon as possible. Individual Work plan for March 23-29 will be submitted on March 23 and the succeeding weeks will follow the same.
- b. **The weekly individual accomplishment report will be submitted on the Monday after the week.** For instance, the individual accomplishment report for March 17-20 will be submitted on March 23, Monday.
- c. For school heads, work plans and accomplishment reports will be submitted online to respective PSDS. Chiefs, unit, section heads and all other personnel will submit online to their immediate head.

**5. Monitoring.**

- a. For purposes of monitoring, Division Chiefs and OSDS Unit Heads will submit a **consolidated matrix using Template 3.**
- b. Division Chiefs and OSDS Unit Heads will email the consolidated report to Administrative Officer V, email at: [nieves.ebanio@deped.gov.ph](mailto:nieves.ebanio@deped.gov.ph) every Monday.
- c. Note that template 3 is per office under the Division Chiefs and Unit Heads for OSDS. OSDS Units will have 1 output to be consolidated by AOV.

**Template 3: Consolidated Matrix of Work Accomplishment**

**Date: indicate the week covered**

**Functional Division/District: \_\_\_\_\_**

<b>DATE</b>	<b>Key Tasks (Activity)</b>	<b>Actual Output (Deliverable)</b>	<b>Lead Person</b>
<b>March 17</b> -sample-	Finalization of 1 <sup>st</sup> Q Plan -Integration of inputs -Approval of SDS	1 <sup>st</sup> Quarter Recruitment Plan	Lala
March 18	Review of resolutions -Follow-up of actions in mediation meeting	Resolution emailed for comment	Annette

\_\_\_\_\_  
Division Chief/Unit Head

\_\_\_\_\_  
Verified by:  
(Immediate Head)

6. For information and strict compliance.

**(SGD) MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent