



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

29 May 2020

DIVISION MEMORANDUM
No. 121, s. 2020

WORK ARRANGEMENT EFFECTIVE JUNE 1, 2020

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. With reference to DepEd Memorandum 54, s. 2020, the following work arrangements shall be observed effective June 1, 2020.

Station	Work Arrangement
Schools Division Office (SDO)	As is per Inter-Office Memorandum 23, s. 2020
Schools	Work from home on June 1-5, 2020 provided that the following outputs are accomplished: A. <i>School Heads with the Master Teachers and/or Grade Level Leaders: Work Plan of Teachers from June 8 until August 23, 2020</i> <i>*Attached is a sample template for the Employee's Individual Work Plan and Accomplishment Report</i> B. <i>Teachers: Enrollment of learners (thru telecommuting)</i> Schools shall submit to the SDO their proposed Work Arrangement for June 8- August 23, 2020, subject for approval of the SDS

2. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

ATTENDANCE EMPLOYEES WORK HOURS

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
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Enclosure No. 1: Sample Individual Work Plan for Teachers

INDIVIDUAL WORK PLAN

Name of Personnel:

Grade Level/Subject Area:

Position:

Name of School:

Date/Period	Key Result Areas (KRAs)	Assigned Tasks
June 8-11, 2020		
June 15-19, 2020		

Submitted by:

Name and Signature of Master Teacher/ Grade Level Leader

Date:

Approved by:

Name and Signature of School Head

Date:

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Enclosure No. 2: Sample Individual Accomplishment Report for Teachers

INDIVIDUAL ACCOMPLISHMENT REPORT

Name of Personnel:

Grade Level/Subject Area:

Position:

Name of School:

Date/Period	Key Result Areas (KRAs)	Assigned Tasks	Actual Outputs/ Accomplishments
June 8-11, 2020			
June 15-19, 2020			

Submitted by:

Name and Signature of Teacher

Date:

Verified by:

Name and Signature of Master Teacher/Grade Level Leader

Date:

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