



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

18 June 2020

DIVISION MEMORANDUM
 No. 130, s. 2020

SUBMISSION BY SCHOOL-BASED PERSONNEL OF INDIVIDUAL WORK PLAN (IWP) AND INDIVIDUAL ACCOMPLISHMENT REPORT (IAR)

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

- Pursuant to the Directive from the Regional Office, the following reports shall be accomplished and submitted, weekly.

REPORT	ROUTING OF DOCUMENT		
	Step 1	Step 2	Step 3
Individual Work Plan (IWP)	<p>After the School Head sets the school's direction/priorities for the week, the Grade Level Leader for Elementary and Master Teacher (or designated department head) for Secondary, prepare the IWP of all employees within the grade level or department for subject area, respectively</p> <p>For small schools, the employee shall prepare his/her own IWP, for approval by the School Head</p>	<p>Grade Level Leader for Elementary and Master Teacher (or designated department head) for Secondary, submit the same to Immediate Superior (School Head) for approval</p>	<p>Grade Level Leader for Elementary and Master Teacher (or designated department head) for Secondary shall inform the employees, under his/her supervision, of their respective IWP for the following week; Employee/s must affix signature and date of receipt of IWP; For those who are working from home (WFH), employee must <i>duly acknowledge receipt</i> of email containing the IWP</p>

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
 Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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REPORT	ROUTING OF DOCUMENT		
	Step 1	Step 2	Step 3
Individual Accomplishment Report (IAR)	<p>Employee inputs in the form his/her actual accomplishment/s for the week and its corresponding MOVs</p> <p>The IAR prepared at the end of the week must be aligned to the IWP given to the employee at the beginning of the week. Hence, the following details in the IWP are simply copied in the IAR:</p> <ol style="list-style-type: none"> 1) Scheduled/ target date or period 2) Key Results Areas (KRAs) 3) Assigned Tasks 	<p>Grade Level Leader for Elementary and Master Teacher (or designated department head) for Secondary, verifies the accomplishments vis-à-vis MOVs indicated in the report and shall affix his/her signature with date when the report is verified.</p>	<p>Grade Level Leader for Elementary and Master Teacher (or designated department head) for Secondary, forwards the IAR of its employees to the SDS, for information purposes</p> <p>SDS reviews the IARs c/o Personnel Office and files for attendance monitoring and as supporting document for claims</p> <p><i>*No record of accomplishment means no work has been performed for the day, subjecting the staff to absence, especially those who are working from home</i></p>

2. IWP of employees must be prepared and provided to the employee/s every start of the week. By every end of the week, the employee shall submit his/her IAR to his/her Immediate Superior (*please refer to organizational chart*) who will verify the same and submit to the School Head for information purposes. IARs may serve as reference in crafting IWP for the following week. IARs shall be filed in the school per employee, to serve as the employee's Means of Verification (MOVs) for IPCR during Performance Evaluation at the end of the School Year.
3. Soft copy of the templates shall be provided by the Personnel Office. For inquiries, you may contact the Personnel Office via email or mobile number.

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4. To minimize paper consumption, reports shall be submitted online, by school (1 PDF file per employee), to the following designated email address.

LEVEL	EMAIL ADDRESS
Elementary Schools	remyjane.macana@deped.gov.ph
Secondary Schools	randyrhys.capistrano@deped.gov.ph

5. 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:

EMPLOYEES REPORTS

OSDS/AMA



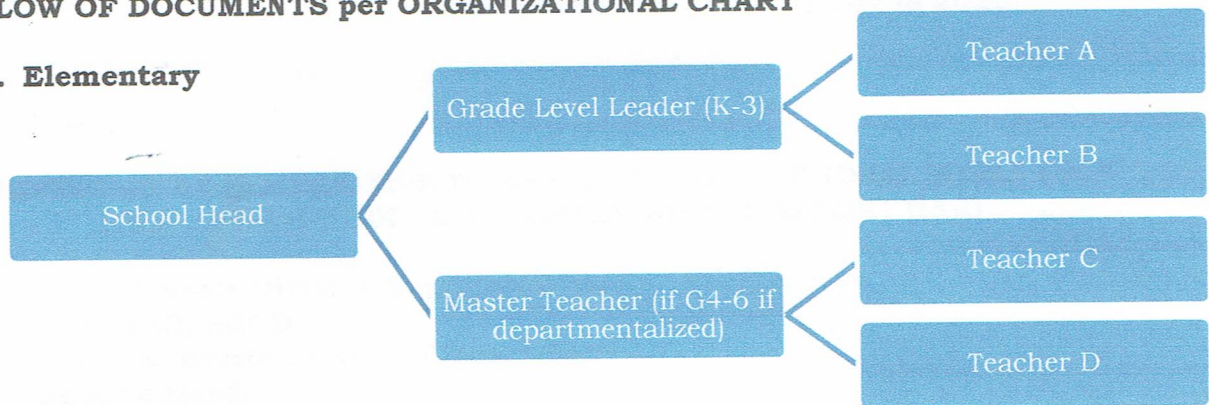
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I. FLOW OF DOCUMENTS per ORGANIZATIONAL CHART

A. Elementary



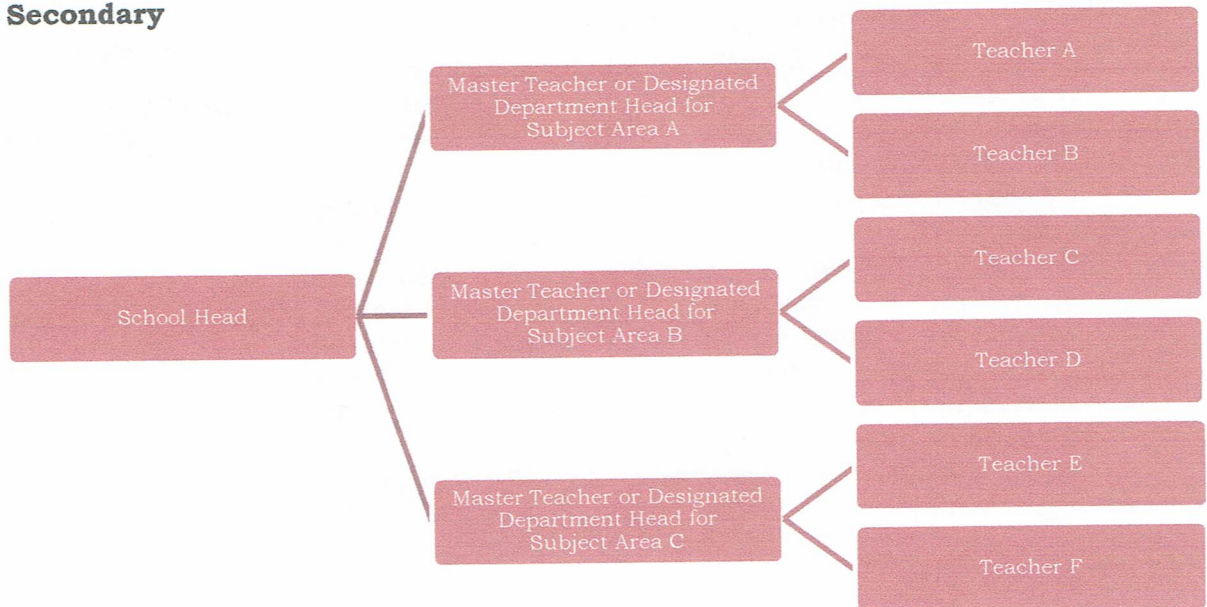
Preparation and submission of IWP



Preparation and submission of IAR



B. Secondary



II. Suggested Filenames for IWP & IAR

- a. IWP Filename: **IWP_YYYY-MM-SDtoED_LNAME, FNAME MI.**
For example, IWP_2020-06-15to19_CRUZ, JUANA N.
(submitted at the start of the week)
- b. IAR Filename: **IAR_YYYY-MM-SDtoED_LNAME, FNAME MI.**
For example, IAR_2020-06-15to19_CRUZ, JUANA N.
(submitted at the end of the week)

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