



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

08 Jan 2021

DIVISION MEMORANDUM

No. 007, s. 2021

DAILY LOG OF ATTENDANCE AND ACCOMPLISHMENTS VIA ONLINE FORM

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

1. This is to inform the field that effective **January 11, 2021**, the following changes shall be implemented.

1.1. Attendance and Performance Monitoring

Item 21 of DepEd Order 11, s. 2020, provides: "*Performance monitoring and attendance mechanism shall be followed regardless of the type of alternative work arrangement to be used.*" Accordingly, the following shall be implemented and complied by employees, relative to attendance and performance monitoring. Detailed guides will be attached as enclosures.

a. School-based Personnel: In consideration of the poor/unstable internet connection at schools, the online form for the log-in/out for schools is hereby modified to *online daily log and accomplishment*. In this new online tool, the school-based personnel will only input their daily log and accomplishment *once, every end of the day*. Since Item 28.b. of the same DO requires personnel reporting for duty, whether on-site or off-site, to *check-in with their immediate superior through the agreed mode of communication* and to record their actual time log (in and out), school heads are given the freedom to set what would be the agreed mode of checking in of school-based personnel, whether thru log book or the biometric machine.

Employees are expected to reflect the report of the hours of work performed in the DTR, record of which was made daily at the time of arrival/time-in and departure/ time-out from workstation/office. The DTR, certified and approved by the

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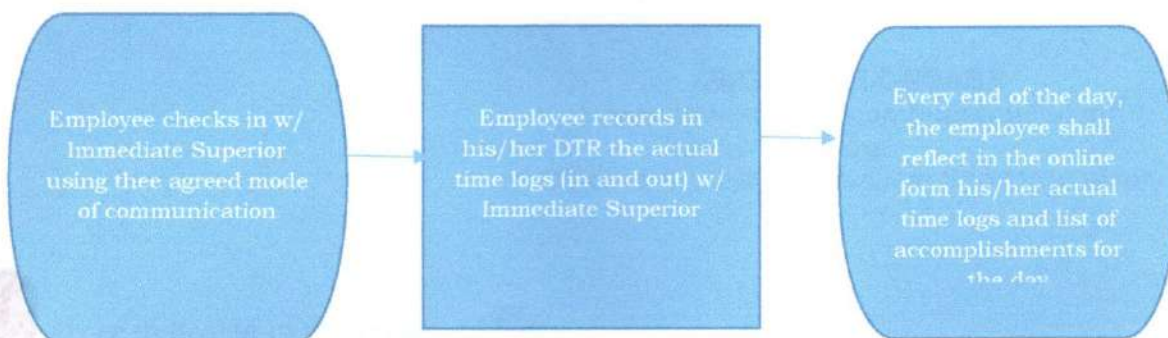
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Head of Office/ Immediate Supervisor, shall then be submitted to the Personnel Section together with the approved Individual Accomplishment Report. Attendance records generated from the online tool, as verified by the Immediate Superior, shall be the bases of the Personnel Unit in preparing its Monthly Report of Absence and Undertime (MRAU), to be submitted to the Regional Office which shall then serve as basis for possible salary deduction/s. Attendance records with incomplete entries or which are not verified by the school head, shall not be used by the Personnel Unit in preparing the MRAU. Consequently, the school head shall prepare the MRAU and submit the same on or before the 2nd working day of the month.

Below is the shorter version of the process flow for this. The detailed process flow shall be provided by the Personnel Unit to the school heads via email.



**Note: Although the employee has reflected online his/her daily log of attendance and accomplishment, hard signed copy of the DTR and scanned signed copy of the Accomplishment Report shall still be submitted to the personnel unit on the 2nd working day of the following month. Online logs shall be used for weekly monitoring and consolidation of attendance and accomplishments per station, for review and verification.*

- b. SDO-based Personnel:** As for employees in the Schools Division Office (SDO), since internet connection is available, employees shall continue to use the online form for actual logs (in and out). However, there is a field added where the employee shall list his/her accomplishments for the day. The employee shall only fill out the field for *List of Accomplishments*, upon logging-out from work in the afternoon.

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- c. **Office/School Head:** The Office/School workweek plan shall be submitted online via the form provided by the Personnel Unit. This is to ensure easier and faster monitoring and consolidation of reports. Schools who have missing or unverified entries in the online log must still submit the Weekly Accomplishment Report of their respective school. Only the schools with complete and verified entries in the online log are exempted in the submission of the Weekly Accomplishment Report.
2. Process flows, links to online forms and detailed instructions shall be provided by the Personnel Unit, to serve as reference.
 3. For information, guidance and strict 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 POLICY PERFORMANCE WORK HOURS

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LINKS TO ONLINE FORMS

Online Form	Link
A. Online Submission of Office/School Workweek Plan	https://forms.gle/yQnoLhJkdLzStejN9
B. Online Log of Attendance and Accomplishments	
B.1. Schools Division Office	https://forms.gle/r7oDHi5UJvL5hxqy9
B.2. Amoros Elementary School	https://forms.gle/wyweXdN8GSoK9P6k6
B.3. Bolisong Elementary School	https://forms.gle/Ga1pmjGdHxB8dhxQA
B.4. Cogon Elementary School	https://forms.gle/WPMMPseSBgZ3CiL57
B.5. El Salvador City Central School	https://forms.gle/AtHXRzVJcmY6kngu6
B.6. Himaya Elementary School	https://forms.gle/5EP7V9JVvc95C3ja6
B.7. Hinigdaan Elementary School	https://forms.gle/qWcihv7EjG3AgrEu9
B.8. Kalabaylabay Integrated School	https://forms.gle/j4GReo8g5QQ56xaU6
B.9. Kibonbon Elementary School	https://forms.gle/pG3ptdUmj5LmdThN7
B.10. Molugan Central School	https://forms.gle/yrd6p3VANc8mZ4dR7
B.11. Pedro Sa Baculio Elementary School	https://forms.gle/5ewHXQswviEDXQJR6
B.12. Sambulawan Elementary School	https://forms.gle/2YkwQr5wj2GQNvuJ8
B.13. San Francisco de Asis Elementary School	https://forms.gle/wFQxz5Yh72SWPspM9
B.14. Sinaloc Elementary School	https://forms.gle/gv9LNz1tSUftxAsFA
B.15. Taytay Elementary School	https://forms.gle/AS23Swej6NeyULvA6
B.16. Ulaliman Elementary School	https://forms.gle/WDP5CU3xeRHSqtD66
B.17. Cogon National High School	https://forms.gle/D6aM2FDaEXVdWiZGA
B.18. El Salvador City National High School	https://forms.gle/Ef3gD7X7kFL1eZRZ7
B.19. Himaya National High School	https://forms.gle/K3Lx8ZcCNCGSmjf6A
B.20. Hinigdaan National High School	https://forms.gle/RK5y8bpb9eg6pMYC9
B.21. Molugan National High School	https://forms.gle/d5owjZtZy6WkklhLP7
B.22. Sambulawan National High School	https://forms.gle/EZphZMMKNx1YjVQz5
B.23. San Francisco de Asis National High School	https://forms.gle/bVSCGnrmbVbZnDt5

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B.24. Sinaloc National High School

<https://forms.gle/gg2DdE2CvJpJmZ5E8>

**Online forms for schools are adapted from Amoros ES, with some modifications to be compliant with DepEd Order 11, s. 2020 requirement for Individual Daily Log and Accomplishments*

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