



Republic of the Philippines
Department of Education
 REGION III

SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

**DO CSJDM
 RELEASED**
 March 20, 2020
 By: _____ 1:07PM jnet
 Records Unit

March 20, 2020

SCHOOLS DIVISION MEMORANDUM
 No. 99, s. 2020

**CLARIFICATORY GUIDELINES ON THE SUBMISSION OF OFFICE WORKWEEK PLANS
 AND INDIVIDUAL WORK ACCOMPLISHMENT REPORTS**

To: SDO Personnel
 Public Elementary and Secondary Schoolheads
 All Others Concerned

1. Relative to DepEd Memorandum No. 043, s. 2020 titled *Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures* and Item No. 5 of SDM No. 98, s. 2020, this Office clarifies the submission of Office Workweek Plan and Individual Work Accomplishment Report, to wit:

WHAT TO SUBMIT	WHO WILL SUBMIT	WHOM TO SUBMIT
Signed Office Workweek Plan in PDF (per Enclosure 1 of DM 43, s. 2020) every Friday; filename is the name of the office	Chief Education Supervisors Heads of Services	SDS
Signed Office Workweek Plan in PDF (per Enclosure 1 of DM 43, s. 2020) every Friday; filename is the name of the school	Schoolheads	Public Schools District Supervisors (compiled workweek plans in one file per district shall be submitted to the CID Chief ES)
Compiled Office Workweek Plans in PDF of Schoolheads (every Friday)	CID Chief Education Supervisor	SDS
Individual Work Accomplishment Report (per Enclosure 2 of DM 43, s. 2020) every Monday	SDO Employees	Chief Education Supervisors Heads of Services
Individual Work Accomplishment Report (per Enclosure 2 of DM 43, s. 2020) every Monday	Schoolheads	Public Schools District Supervisors (compiled accomplishment reports in one file per district shall be submitted to the CID Chief ES)
Individual Work Accomplishment Report (per Enclosure 2 of DM 43, s. 2020) every Monday	School-based teaching and non-teaching personnel	Schoolheads



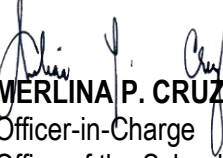
Address: San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan
Telephone No.: (044)307-3614 • **Website:** depedcsjdm.weebly.com
Email Address: sanjosedelmonte.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

2. All submitted Workweek Plans of schoolheads until today per SDM 98, s. 2020 shall be forwarded by the SGOD Chief ES to the CID Chief ES.
3. Approved Supervisory Plans of supervisors and schoolheads for the months of March and April are cancelled. Likewise, supervisory reports for March and April shall not be submitted.
4. Printed copies need not be submitted. All workweek plans and accomplishment reports shall be submitted online.
5. Strict home quarantine is reiterated, hence, the *work from home* work arrangement in the schools division. Those who belong to the *skeletal force for critical services* shall be given Accreditation Order per Memorandum dated March 16, 2020; Proclamation No. 929 dated March 16, 2020; and DepEd Office Memorandum OO-OSEC-2020-001 dated March 19, 2020.
6. Immediate and wide dissemination of this Memorandum is highly enjoined.


MERLINA P. CRUZ, PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/mpc/sjdm
cn 2020-03-0174



Address: San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan
Telephone No.: (044)307-3614 • **Website:** depedcsjdm.weebly.com
Email Address: sanjosedelmonte.city@deped.gov.ph

