



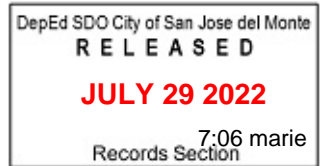
Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE

July 29, 2022

SCHOOLS DIVISION MEMORANDUM

No. 262 s. 2022



**SUBMISSION OF MONTHLY SUPERVISORY AND WORK PLAN
 AND MONTHLY ACCOMPLISHMENT REPORT**

To: SDO Personnel
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. Relative to Paragraph Nos. 8 & 9 of DepEd Memorandum No. 29, s. 2022 titled "Work Arrangements in the Department of Education During the Imposition of Alert Level 1 System For Covid-19 Response" stating that "The submission of Individual Daily Log and Accomplishment Report (IDLAR), for attendance monitoring purposes, shall be suspended for all personnel reporting onsite. Daily time log shall be reported through Daily Time Record (DTR) through biometric machines and logbooks. Nevertheless, the Department encourages all heads of offices/schools/CLCs to continue the use of IDLAR for performance monitoring purposes.", this Office announces the resumption and process of submission of Monthly Supervisory and Work Plan and Monthly Accomplishment Report, to wit:

WHAT TO SUBMIT	WHO WILL SUBMIT	WHOM TO SUBMIT
Signed Monthly Supervisory and Work Plan in PDF every last Friday of the month; filename is the name of the Office	Chief Education Supervisors and Heads of Services (ExeCom Members)	SDS, through the official DepEd CSJDM email address
Signed Monthly Work Plan in PDF every last Friday of the month; filename is the name of the Office	SDO Personnel	Chief Education Supervisors and Heads of Services
Signed Monthly Supervisory and Work Plan in PDF every last Friday of the month; filename is the name of the school	Schoolheads	Public Schools District Supervisor (compiled monthly supervisory and work plan per district shall be submitted to the CID Chief ES)
Compiled Monthly Supervisory and Work Plan of Schoolheads (every last Friday of the Month)	CID Chief Education Supervisor	SDS, through the official DepEd CSJDM email
Signed Monthly Work Plan every last Friday of the month	School-based non-teaching personnel	Schoolheads
Monthly Accomplishment Report (every first Monday of the Month)	Chief Education Supervisors and Heads of Services (ExeCom Members)	SDS, through the official DepEd CSJDM email address



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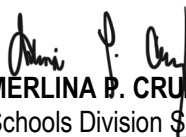
Republic of the Philippines
Department of Education

REGION III

SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE

WHAT TO SUBMIT	WHO WILL SUBMIT	WHOM TO SUBMIT
Monthly Accomplishment Report (every first Monday of the Month)	SDO Personnel	Chief Education Supervisors and Heads of Services
Monthly Accomplishment Report (Every first Monday of the month)	Schoolheads	Public Schools District Supervisors (compiled accomplishment reports in one file per district shall be submitted to the CID CES)
Compiled Monthly Accomplishment Report of Schoolheads (every first Monday of the Month)	CID Chief Education Supervisor	SDS, through the official DepEd CSJDM email address
Monthly Accomplishment Report (Every first Monday of the month)	School-based non-teaching personnel	Schoolheads

2. Enclosure Nos. 1 and 2 are the templates of Monthly Supervisory and Work Plan and Monthly Accomplishment Report.
3. Electronic submission of signed Monthly Supervisory and Work Plan shall commence on July 29, 2022 and signed Monthly Accomplishment Report shall commence on August 8, 2022. IDLAR for July 25-29, 2022 shall still be submitted on August 1, 2022.
4. Immediate dissemination of this Memorandum is enjoined.


MERLINA P. CRUZ PhD, CESO V
Schools Division Superintendent

***“Malasakit, Bayanihan, San Joseño.
We heal as one. We rise as one!”***

cid/chief/rts
cn2022-07-071



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SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE

Enclosure No. 1 to SDM No. 262, s. 2022

SUPERVISORY AND WORK PLAN FOR THE MONTH OF _____, 2022

Objective/s:

- 1.
- 2.
- 3.

WEEK/DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Week - August 1-5	1	2	3	4	5
2nd Week - August 8-12	8	9	10	11	12
3rd Week - August 15-19	15	16	17	18	19
4th Week - August 22-26	22	23	24	25	26
5th Week - August 29-31	29	30	31		

Prepared by:

Approved:

MERLINA P. CRUZ PhD, CESO V
Schools Division Superintendent



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

Enclosure No. 2 to SDM No. 262, s. 2022

ACCOMPLISHMENT REPORT FOR THE MONTH OF _____, 2022

WEEK/DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Week – August 1-5	1	2	3	4	5
2nd Week – August 8-12	8	9	10	11	12
3rd Week – August 15-19	15	16	17	18	19
4th Week – August 22-26	22	23	24	25	26
5th Week – August 29-31	29	30	31		

Note: Please attach action photos with title of activity and date.

Prepared by:

Approved:

MERLINA P. CRUZ PhD, CESO V
Schools Division Superintendent