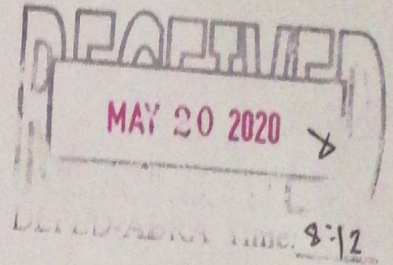




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 100 s.2020

May 19, 2020

USE OF WORK WEEK PLAN AND ACCOMPLISHMENT REPORT

**TO: All Heads of Division/ Sections/ Units
All SDO Personnel**

1. Corollary to DM. No. 052, s. 2020 which sustains the framework stipulated in DM. No. 043, s. 2020 and in compliance to CSC MC. No. 10 s. 2020 providing alternate work arrangements and support mechanisms for workers in the Government during the period of state of national emergency due to COVID-19 pandemic, and to ensure that basic quality education services are delivered continuously by all SDO personnel. This office hereby issues the use of a template "Work Week Plan and Accomplishment Report" herewith attached as enclosure 1.
2. This template is crafted and designed to provide strategic direction in the performance of work as mandated by the Department specified in the OPCR/ IPCR of all SDO personnel. This is to ensure that all PAPs and other mandated programs and activities are implemented in whatever viable alternative work arrangements agreed by the personnel and their immediate head with the approval of the Schools Division Superintendent.
3. The template is to be accomplished weekly ensuring that the PAPs planned are accomplished by the personnel in line with their IPCR/OPCR and other mandated programs and activities deemed necessary.
4. The Division Chief/ Unit Heads and all personnel are provided enough space to determine the work arrangements as to onsite and telecommute and other work arrangements including the parameters relative to the Implementation of Alternative Work Arrangements as stipulated in section 3.1 of CSC MC. No. 10, s. 2020.
5. Accomplishments/ outputs are programs and activities conducted based on PAPs as planned while in the remarks are other PAPs accomplished not stated in the plan and other issues/concerns that will arise from the implementation of the plan. Specify and quantify the accomplishment/outputs derived from implementing the programs and activities. This is to monitor and evaluate strategic alignment and to provide mechanism to ensure that gaps identified in the plan are addressed and prioritized in the next weekly plan.
6. A copy of the work arrangement (WWPAR) should be submitted to the AO V, Mrs. Janet B. Pascua, for tracking and recording purposes and for approval by the Assistant Schools Division Superintendent/Schools Division Superintendent and it will be returned to the Chiefs/ Unit Heads for their perusal relative to the accomplishment of the WWPAR of their respective personnel.
7. The report will be submitted every Friday afternoon to the Chief/ Unit Heads for consolidation together with the WWPAR for the following week. This will be forwarded to the SDS every Monday of the following week.
8. Attached herewith is the template of the WWPAR, which modifies the log sheet as stipulated in the previous issuance and will take effect immediately.
9. For your guidance, information and compliance.

GLORIA B. BUYA-AO

Schools Division Superintendent *G. Buya-Ao*

Page 1 of 1



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Republic of the Philippines
 Department of Education

WORK WEEK PLAN AND ACCOMPLISHMENT REPORT

May 18-22, 2020

Name of Personnel: _____
 Office/Unit: _____

Position: _____

Date	Programs/ Activities	Work Arrangement (On Site/ Telecommute)	Accomplishments/ Outputs (activities accomplished based on the plan)	Remarks (other activities accomplished not reflected in the plan)
18				
19				
20				
21				
22				

Prepared by: _____ Name of Personnel

Recommending Approval: _____ Division Chief/ Unit Head

APPROVED: _____ ASDS/SDS

NOTE:

- Specify and quantify all accomplishments/outputs derived from implementing the programs and activities.
- The chief should ensure that the PAPs to be accomplished by the personnel is in line with their strategic plans reflected in their OPCRI/PCR and other mandated programs and activities.
- Determine the work arrangement whether onsite/telecommute.
- Accomplishments/outputs are program/ activities conducted based on the PAPS as planned while in the REMARKS are the activities accomplished not stated in the plan. This is to monitor and evaluate strategic alignment and to provide mechanisms to ensure that gaps identified in the plan are addressed and prioritized in the next weekly plan.



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