



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF ANGELES CITY**



July 28, 2020

DIVISION MEMORANDUM  
NO. 165 s. 2020

**Submission of Office Work Week Plan and Individual Work Week  
Accomplishment Report of School Heads**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
Public Elementary and Secondary School Heads/ OICs (JHS/ SHS)  
Head Teachers in Charge of Senior High School  
Division Unit Heads

1. This is to remind all School Heads of the submission of their Office Work Week Plan (OWWP) and Individual Work Week Accomplishment Report (WWAR).
2. The submission of the said Office Work Week Plan every Monday and the Work Week Accomplishment Report every Friday is in compliance with the Section 28 of DepEd Order No. 011, s. 2020 on Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency due to Covid-19 Pandemic, that states:

*Section 28. Attendance Monitoring shall be guided by the following:*

- a. *The time and attendance or the actual time log in and out, regardless of alternative work arrangement, shall be monitored using the **Office/School/CLC Workweek Plan** ( Enclosure No. 2) and **Individual Daily Log and Accomplishment Report** ( Enclosure No. 3) as approved by the Head of Office.*



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3. School Heads are to submit their OWWP and Individual WWAR thru online to their respective Public Schools District Supervisor (PSDS).
4. Wide dissemination of and compliance to this Memorandum are earnestly desired.

  
**MA. IRELYN P. TAMAYO, Ph. D. CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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