

DepEd - Division of Catanduanes
RECORDS SECTION
RELEASED
BY: *[Signature]* No: 763
DATE: APR 15 2025 TIME: 1:35



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 14, 2025

DIVISION MEMORANDUM
No. 763 s., 2025

SUBMISSION OF WORK FROM HOME PLAN AND INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

TO : OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
CID and SGOD Supervisors & Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
Non-Teaching Personnel
All Others Concerned

1. Pursuant to Memorandum Circular No. 81, s. 2025 issued by the Office of the President directing government offices to adopt Work From Home arrangement on April 16, 2025 from 8:00A.M. to 12:00NN, all concerned employees are advised to accomplish the following:

Particulars	Date of Submission
Work From Home Plan (signed scanned copy)	April 15, 2025 through the link https://bit.ly/WFH_IDLARandAR with filename- <i>WFHPlan_Name of School/ Office</i>
Individual Daily Log & Accomplishment Report (IDLAR) (signed scanned copy)	April 21, 2025 through the link https://bit.ly/WFH_IDLARandAR (upload per school/office with filename- <i>IDLAR_Name of School/ Office</i>)

2. The Work From Home Plan and Individual Daily Log & Accomplishment Report forms are attached as Enclosure No. 1 to this memorandum.

3. Personnel shall log their time in and time out through bit.ly/WFH-AMS as proof of their attendance or scan the QR Code



4. Original copies of Work From Home Plan and IDLAR shall be filed by the HRMO/Administrative Officers/Form 7 In-Charge. These documents shall serve as supporting documents to the Daily Time Record of employees.

5. For information, guidance and strict compliance.

[Signature]
CECILE C. FERRO, CESO VI
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 763 s. 2025

WORK FROM HOME PLAN

April 15, 2025

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

Madam:

In connection with the Memorandum Circular No. 81, s. 2025, the (Name of Office/ School & District) hereby submits the Work From Home Plan for April 16, 2025 (A.M.)

NAME OF PERSONNEL	POSITION TITLE	TARGET DELIVERABLES	SIGNATURE

Submitted by:

(School Head/Division/Section/Unit Head)

Form may be downloaded through the link <https://tinyurl.com/FWAForms>



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Annex D

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
 (WORK FROM HOME)**

NAME : JUAN L. DELA CRUZ
POSITION : Administrative Officer II
DIVISION : Personnel Division
School/Office : Bureau of Human Resource and Organizational Development
Date/s Covered: January 1-15, 2025

Date and Actual Time Logs	Actual Accomplishments
01/06/2025 Time-in: 8:02 AM Time out: 5:30 PM (Note: Pls. refer to your email response for the actual time log)	<ul style="list-style-type: none"> • Prepared Minutes of Meeting • Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)" • Drafted five (5) correspondences • Updated document tracking database
01/07/2025 Time-in: 7:18 AM Time out: 4:18 PM (Note: Pls. refer to your email response for the actual time log)	<ul style="list-style-type: none"> • Drafted Memorandum on the Invitation for Regional Consultative Meeting • Conducted coordination meeting with Key Bureau offices • Finalized Draft Policy for vetting by the Office of the Director • Prepared liquidation report

Submitted by:

Attested by:

 Name of Employee
 Position

 Immediate Head
 Position

Form may be downloaded through the link <https://tinyurl.com/FWAForms>



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Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 81

To provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 17-18 April 2025, and to allow them to travel to and from the different regions in the country, the following arrangements are hereby adopted in government offices on 16 April 2025: (a) work from home from 8:00 in the morning to 12:00 in the afternoon, subject to existing laws, rules and regulations; and (b) suspension of work in government offices, from 12:00 in the afternoon onwards.

However, agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their operations under usual working arrangements and render the necessary services.

The adoption of work from home and suspension of work for private companies and offices is left to the discretion of their respective employers.

This Circular shall take effect immediately.

By authority of the President:


LUCAS P. BERSAMIN
Executive Secretary

Manila, 14 April 2025

