

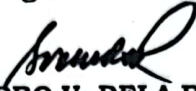


Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

**UNNUMBERED MEMORANDUM**  
**OSDS-PER-UM-04-07-2024/MBL**

**TO :** Public Schools District Supervisors  
Elementary & Secondary School Heads  
Administrative Officers  
Teaching & Non-Teaching Personnel

**FROM :**   
**SOCORRO V. DELA ROSA CESO V**  
Schools Division Superintendent

**SUBJECT :** **ATTENDANCE MONITORING FOR TEACHING AND NON-TEACHING PERSONNEL**

**DATE :** **APRIL 7, 2024**

1. With reference to the advisory from DepEd Central Office on the Implementation of Asynchronous Classes/Distance Learning on Monday, April 8, 2024, all teaching and non-teaching personnel in schools who will be working from home are advised to log their attendance through <https://bit.ly/WFH-AMS-CTD> or by scanning the QR Code:



2. Personnel shall submit the following to their respective School Heads upon their return for on-site work. These documents shall be attached to the Daily Time Record.

Personnel residing in areas with internet connectivity	Personnel residing in areas without internet connectivity
1. Accomplishment Report	1. Individual Attendance Log and Accomplishment Report

3. As per facebook post of Gilbert T. Sadsad, Regional Director, school personnel with urgent/important work to be accomplished may opt to report to school.
4. For information, guidance and strict compliance.



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**ACCOMPLISHMENT REPORT**

Name: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Alternative Work Arrangement	Actual Accomplishment
Work From Home	

Submitted by:

Approved by:

\_\_\_\_\_  
(Name of Employee)

\_\_\_\_\_  
(School Head)



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**INDIVIDUAL ATTENDANCE LOG AND ACCOMPLISHMENT REPORT**

Name: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Alternative Work Arrangement	Date & Actual Time Log	Actual Accomplishment
Work From Home	April 7, 2024 AM: Time In: _____ Time Out _____ PM: Time In: _____ Time Out _____	

Submitted by:

Approved by:

\_\_\_\_\_  
(Name of Employee)

\_\_\_\_\_  
(School Head)