




Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-PER-UM-10-27-2023/MBL

TO : Asst. Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors/OIC
Elementary & Secondary School Heads
All Others Concerned

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

SUBJECT : **ATTENDANCE MONITORING FOR SCHOOL ADMINISTRATORS, NON-TEACHING AND RELATED TEACHING PERSONNEL IN THE SCHOOLS AND SDO PROPER**

DATE : October 27, 2023

1. In connection with Memorandum Circular No. 38 dated October 27, 2023, work from home arrangement in government offices shall be implemented on October 31, 2023, all school administrators, non-teaching and related teaching personnel in the schools and SDO-Proper are advised to log their attendance using their MS 365 account through https://bit.ly/WorkFromHome_AMS or by scanning the QR- Code



2. Personnel are expected to prepare an Accomplishment Report upon their return to on-site work. Similarly, personnel residing in areas without internet connectivity should submit Individual Daily Log and Accomplishment Report.
3. For information, guidance and compliance.

MBL/UM-Attendance Monitoring.....
DRC/October 27, 2023



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INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(October 31, 2023)

Name of Personnel: _____

Office/School: _____

District: _____

Date and Actual Time logs	Actual Accomplishments
Date: _____ AM Time-in: _____ Time out: _____ PM Time-in: _____ Time out: _____	

Submitted by:

Approved by:

Date: _____

Immediate Head
Date: _____