



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent
March 23, 2020

**ADVISORY ON WORK PLAN AND ACCOMPLISHMENT REPORT AS A WORK FROM HOME
ARRANGEMENT**

TO: Division Chiefs
Unit/Section Heads
School Heads, Public Schools
All others concerned

1. The weekly work plans and accomplishment are important to school heads, supervisors, unit and section heads, division chiefs and the management in:
 - a. accountability on the welfare of staff;
 - b. ensuring the continuous delivery of technical assistance and guidance to teachers/school heads/non-teaching personnel/supervisors to keep them productive at this time of ECQ;
 - c. development of proposals to City/DepEd for school concerns at this time of ECQ;
 - d. providing information on lessons or skills learned during this crisis that can be shared/applied later on at work; and
 - e. reporting to oversight agencies and DepEd.
2. Reports on the work from home arrangement is in compliance with CSC Announcement No.12, s.2020- Alternative Work Arrangements in light of Code Red Sublevel 2, CSC Announcement No.13, s.2020- Alternative Work Arrangement in light of the Enhanced Community Quarantine over the entire Luzon and DepEd Memorandum No.043, s.2020- Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures.
3. Work plans and accomplishment report, memo with FAQs was posted. It includes references with sample ideas for teacher/driver/utility/heads. All immediate heads including supervisors will provide samples of their plans to their staff.
4. For Teachers: Work plans and accomplishments will be from **MARCH 17-APRIL 3**. All other personnel will be continuing until Work From Home arrangement is lifted.
5. If there is no laptop/computer/ internet connection or any other means of communication, use pen and paper and submit at a later date.
6. Updates will be given now and then to clarify issues given our limited circumstances for videoconferencing/face to face meetings.

(SGD) MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

