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**Republic of the Philippines**

**Department of Education**

**CORDILLERA ADMINISTRATIVE REGION**

**SCHOOLS DIVISION OF BAGUIO CITY**

**Template 1: INDIVIDUAL WORK PLAN**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Unit/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **DATE**  **(Note: Fill it out on a per day basis and not combining 2 or more days)** | **Work from Home Time Schedule** | **Task/Assignment**  **/Output**  **BE SPECIFIC** |
| **March 17** | Ex. 7-10AM  10:30-1PM  2PM-3Pm | Draft memo on… |
| March 18 |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by:

(Immediate Head)

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**Republic of the Philippines**

**Department of Education**

**CORDILLERA ADMINISTRATIVE REGION**

**SCHOOLS DIVISION OF BAGUIO CITY**

**Template 2: INDIVIDUAL ACCOMPLISHMENT REPORT**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Unit/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Actual Days of Work from Home**  **(Note: Fill it out on a per day basis and not combining 2 or more days)** | **Actual Work from Home**  **Time Schedule** | **Actual Accomplishment/Output** (ex.reports, leaflets, memo, plan etc.)  **BE SPECIFIC** |
| March 17, 2020 | Ex. 7AM-9AM | Report on………….  Proposal on…….  Research…. |
| March 18 |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by:

(Immediate Head)

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**Template 3: Consolidated Matrix of Work Accomplishment**

**Date: indicate the week covered**

**Functional Division/District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **Key Tasks**  **(Activity)** | **Actual Output**  **(Deliverable)** | **Lead Person** |
| **March 17**  -sample- | Finalization of 1st Q Plan  -Integration of inputs  -Approval of SDS | 1st Quarter Recruitment Plan | Lala |
| March 18 | Review of resolutions  -Follow-up of actions in mediation meeting | Resolution emailed for comment | Annette |

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Division Chief/Unit Head

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Verified by:

(Immediate Head)