



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIN CITY

Office of the Schools Division Superintendent (OSDS)

April 2, 2020

Division Memorandum
No. s. 2020

**SUBMISSION OF DAILY TIME RECORD AND INDIVIDUAL WORKWEEK
ACCOMPLISHMENT REPORT DURING THIS PREVAILING IRREGULAR SITUATION**

To: OIC-Assistant Schools Division Superintendent
Division Chiefs) CID and SGOD
Education Program Supervisors
Public School District Supervisors
Schools Heads) Public ES, JHS and SHS
Division Unit/Section Heads
All Others Concerned

1. In view of the Implementation of Enhanced Community Quarantine (ECQ) due to the prevailing public health threat and with reference to EO No. 2020-10 issued by the Provincial Governor particularly Section 1, paragraph 2 thereof, which states that **“Except those individual allowed to work, NO PERSON can come out from their residence, dwelling and its immediate surroundings except those who will buy food or medicine, go the hospitals or in an emergency situation and except herein provided”**

2. Further, in compliance with the CSC Memorandum Circular No. 01, s. 2017, this Office hereby establishes a procedure in the submission of Daily Time Records (DTRs) effective immediately, to wit:

2.1. All Daily Time Records (DTRs) of the teaching and non-teaching personnel shall be submitted to their respective School Heads through internet e.g. email, fb messenger, etc. . The School Heads shall then promptly download the said DTR, print and sign accordingly. After signing, the School Heads shall then scan and send the same thru email to the Division Office via rogeniefajardo@gmail.com or to the SGOD Chief via isagani.cabahug0001@deped.gov.ph.

2.2 Further, in adherence to DepEd Memorandum No. 43, s.2020 titled “Guidelines on the Alternative Work Arrangement in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures,” Individual Workweek Accomplishment Report (IWAR) of the **CLASSROOM TEACHERS** is required covering from March 16 – April 3, 2020. The IWAR is supposed to be attached with the DTR. However, due to the circumstances, the IWAR shall be submitted later upon instructions. On the hand, **ALL OTHER OFFICIALS AND PERSONNEL** shall be required to prepare IWAR until further notice.

2.3 The following officials shall be tasked to receive by district the DTRs with attached IWAR of the **SCHOOL HEADS** and, upon verification/validation, affix their initials and countersignatures respectively thereon, to wit:

Central District: PSDS Joy T. Perez

North District: PSDS Thais Tardo

Secondary District: PSDS Bernardino Alviar

South District: PSDS Raquel R. Yap

West District: PSDS Emie T. Aruelo

East District: CES Isagani B. Cabahug

Foregoing officials shall then submit ~~said~~ DTRs and IWARs to the Division Office with the understanding that they have had secured already their ECQ Work Pass from the city government.

2.4 **EPSs** and **PSDSs** shall submit their DTRs with attached IWAR to the CID Chief via diosaperalta2668@yahoo.com. Then, in the same manner, the said DTRs and IWARs shall be forwarded in **HARD COPIES** to the Office of the ASDS or, by the rule of succession, to CES Isagani B. Cabahug for signature.

3. This procedure in the submission of DTR and other documents as the office may deem necessary shall remain effective during the duration of these prevailing irregular conditions and shall remain so until superseded or rescinded by later directives.

4. Let everyone in this Division be reminded to strictly and seriously follow the directives issued by our Local Governments, by DepEd and the Inter-agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) in our united fight against COVID-19.

4. For guidance and strict compliance.


DANNY B. CORDOVA, EdD, CESO VI
OIC, Schools Division Superintendent 

ldj/seps.smme//ibc/sgod.chief
_____/April 2, 2020