



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**June 15, 2020**

DIVISION MEMORANDUM  
 NO. 170, s. 2020

TO: Office of the Assistant Schools Division Superintendent  
 Chief, CID and SGOD  
 Education Program Supervisors  
 Public School District Supervisors  
 Public Elementary and Secondary School Heads  
 Division Personnel  
 All concerned

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 153 S.2020  
 TITLED INTERIM GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS**

1. In reference to Division Memorandum no. 153 s. 2020 titled Interim Guidelines on Alternative Work Arrangements, attached is the amended Work-From-Home template.
2. Deadline of submission of the prescribed Work-From-Home Accomplishment Reports shall be **every Tuesday of the following week.**
3. Immediate supervisor shall appoint a personnel who shall consolidate the Work From Home Accomplishment report. To avoid physical submission of reports, e-signature is allowed, provided that the immediate supervisor reviewed and approved the WFH Accomplishment report before submitting to **<https://forms.gle/WLcjYXGnH5s3VrPu5>**.

Work-From-Home Accomplishment report of:	To be submitted to:
Teachers	Principal
Principals	PSDS
Public Schools District Supervisor	CID Chief
SDO Personnel	Section/ Unit Head

4. Any provision stipulated in previously issued Memoranda inconsistent with this Memorandum is hereby repealed.
5. For information and strict compliance.

**(SGD)ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

MCS/DM No. 170, s. 2020  
 BU-1039/ 06/ 15/ 2020



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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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*Annex A to Division Memorandum No. 153, s. 2020 Interim Guidelines on Alternative Work Arrangements*

**WORK-FROM-HOME-ACCOMPLISHMENT TEMPLATE**

Division:

Week:   1   (June 1-5, 2020)

Unit:





Unit/Section Head:

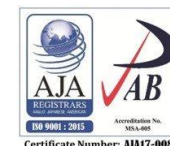
Employee  (Lastname, Firstname MI)	Skeleton	Work from Home	Task for the Week  (to be identified by the Chief/Head)	Status of work Accomplishment  (Percentage or Quantity)  (to be filed out by the immediate superior)		Remarks  (urgency)
				Completed	Partial	

**Prepared by:**

**Reviewed and Approved by:**



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**WORK-FROM-HOME-ACCOMPLISHMENT TEMPLATE**

Division:

Week: 1 (June 1-5, 2020)

School:





School Head:

Employee (Lastname, Firstname MI)	Skeleton	Work from Home	Task for the Week (to be identified by the Chief/Head)	Status of work Accomplishment (Percentage or Quantity)  (to be filed out by the immediate superior)		Remarks (urgency)
				Completed	Partial	

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