



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF TAGUM CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 278, s. 2020

To: Public Schools District Supervisors
Education Program Supervisors
Information Technology Officer I
Public Elementary and Secondary School Heads
Attention: School ICT Coordinators

From: **DR. JOSEPHINE L. FADUL**
Schools Division Superintendent

Subject: **DIVISION WEBINAR ON CLOCKIFY WEB AND MOBILE APP AS TIME MONITORING SYSTEM DURING WORK-FROM-HOME MODE FOR DEPED TEACHING AND NON-TEACHING PERSONNEL**

Date: **MAY 22, 2020**


This has reference to Regional Memorandum No. 10 s. 2020 : **REGIONAL MEMORANDUM NO. 010 S. 2020 GUIDELINES ON THE ALTERNATIVE WORK ARRANGEMENT IN THE DEPARTMENT OF EDUCATION IN THE LIGHT OF COVID-19 STRINGENT SOCIAL DISTANCE MEASURES** dated March 17, 2020.

All government offices must work from home and leave minimal employees to continue to work except those essential services stated on the said executive order. Also, the DepEd Regional Memorandum stated that Division Office must **establish its own monitoring and reporting mechanism** to validate performance of assigned work and functions and ensure delivery of essential services and priority programs.

Anent to this, **all Teaching and Non-Teaching Personnel of the Division of Tagum City** are advised to utilize the **Clockify Web and Mobile App** as time monitoring system. The detailed reports generated on the said app shall be the basis for the daily time record.

Thus, please be informed of the Division Training on **Clockify** web and mobile app this **May 28, 2020, 8AM – 11:30AM**. Participants for each school shall be composed of a **School Head, School ICT Coordinator and a Master Teacher or HR In-charge**. The webinar will be through **Google Meet** and shall utilize the **Deped Email Accounts** to access. Attendance will be checked. Registration link: **<https://bit.ly/WebinarOnClockify>**

Immediate and wide dissemination of this Memorandum is desired.


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DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION RELEASED By: <u>mal</u> Date: <u>MAY 26</u> 2020 Time: <u>11:05</u> Remarks: <u>Disseminate# 278-2020-05</u>
