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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0320-0049

MEMORANDUM

30 March 2020

For: **OUA Strand Execom
OUA Strand Staff, Consultants, and
Contract of Service (CoS) Personnel**

Subject: **SUBMISSION OF WEEKLY ACCOMPLISHMENT REPORT
DURING THE ENHANCED COMMUNITY QUARANTINE**

During the period of Enhanced Community Quarantine (ECQ) all are instructed to submit their weekly accomplishment report, be they on work-from-home mode or part of the work-at-office Skeletal workforce.

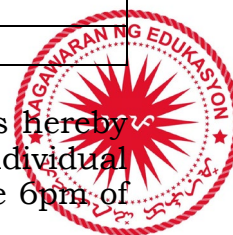
- 1) OUA staff, consultants, and CoS to submit their Weekly Accomplishment Report to their Head of Office (or immediate supervisor) before 12 Noon each Saturday; the weekly report must also include expected deliverables for the next two weeks;
- 2) In turn, Heads of Office will consolidate these reports and submit them to the undersigned by 12 Noon each Sunday via email address usec.admin@deped.gov.ph with subject Weekly Accomplishment Report.

For the initial report, kindly submit your work accomplishment during the past two weeks of ECQ (covering period March 16-21; 23-28) and your 2-week look-ahead of deliverables (for periods 30 March-03 April and 06-10 April).

Succeeding report shall follow the general template below:

Work Accomplishment this week	2-Week Look-Ahead of Deliverables	
30 March-03 April 2020	06-10 April	13-17 April

The Information and Communications Technology Service (ICTS) is hereby tasked to immediately develop and online platform where OUA Strand individual personnel may log-in daily and submit their Daily Accomplishment before 6pm of



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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each day. The online platform must automatically consolidate the Daily Accomplishments into Weekly Accomplishment Reports at the time set above. It will then submit the reports to the Heads of Offices and to the undersigned.

The Daily and Weekly Accomplishment Reports will be basis for the evaluation of the individual personnel during ECQ.

For immediate compliance.



ALAIN DEL B. PASCUA
Undersecretary



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