



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 15, 2025


OFFICE MEMORANDUM

AD-2025- **193**

**IMPLEMENTATION OF WORK-FROM-HOME ARRANGMENT IN THE
DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII**

To: Director III
Functional Division Chiefs
All Others Concerned

1. In line with Memorandum Circular No. 81, s. 2025, this Office will adopt a work-from-home (WFH) arrangement from 8:00AM to 12:00 PM on April 16, 2025, in accordance with applicable laws, rules, and regulations.
2. Relative thereto, the Chiefs of the Division, Heads of Units/Sections must ensure the uninterrupted provision of services by maintaining a skeletal workforce in each functional division.
3. Employees under the WFH setup are required to complete an Individual Daily Log and Accomplishment Report (IDLAR) using the provided template. Outputs must be supported with Means of Verification (MOVs).
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

AD-PS-COZ





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INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)

NAME : _____
POSITION : _____
DIVISION : _____
UNIT/SECTION : _____
Date/s Covered : _____

Date and Actual Time logs	Actual Accomplishments
April 16, 2025 Time-in: 8:02AM Time out: 5:30PM	<ul style="list-style-type: none"> • Prepared Minutes of Meeting. • Attended online meeting re Paper Evaluation of the Office Screening Committee. • Drafted five (5) correspondences. • Updated document tracking database.
April 16, 2025 Time-in: 7:18AM Time out: 4:18PM	<ul style="list-style-type: none"> • Drafted Memorandum on the Invitation for Regional Consultative Meeting. • Conducted coordination meeting with SDOs. • Finalized Draft Policy for vetting by the Office of the Regional Director • Prepared liquidation report for the EVRAA cash advance.

Submitted by:

Attested by:

 Name and Signature of Employee

 Immediate Superior