



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORD SECTION
 DepED, Division Office - Zamboanga
 No. _____
 Date MAY 06 2021
RELEASED

Division Memorandum
 No. 155 s. 2021

TO : ALL DIVISION OFFICE PERSONNEL
All Others Concerned

FROM : MA. LIZA R. TABILON Ed.D CESO V
 Schools Division Superintendent

SUBJECT : MONITORING MECHANISM FOR THE WEEKLY WORK SHIFTING
OF SDO PERSONNEL

DATE : April 12, 2021

1. As an offshoot of paragraph 2 of Division Memorandum No. 151, s. 2021 ,re: *Weekly Work Shifting in the SDO and Reiteration of Online Transaction*, **all office and field-based SDO personnel** opting work from home (WFH) mode as scheduled are enjoined to log their attendance and their target-accomplishment report in this link : bit.ly/mytrueawa , starting May 10, 2021.
2. The mechanism consists of the following undertakings to ensure faithful compliance with the AWA log and reportorial requirements as provided in DepEd Order No. 11, s. 2020 , to wit:
 - i. Conduct of virtual meeting per functional division at least once a week, to facilitate AWA output updating and status of PAPs implementation;
 - ii. Submission to the division chiefs of the means of verifications (MOVs) by the employees under AWA every Monday of the following week;
 - iii. random checking of personnel on AWA thru phone or facebook;
 - iv. Collaboration of the link to the members of the EXECOM for the latter's monitoring of compliance by all concerned.
3. Relevant documentations or justifications in writing are required to those personnel on AWA who might fail to log, wholly or partly, in this online medium due to internet connection problem at home. Said documents shall form part of the attachments in their DTR.
4. The SMM&E Section of the SGOD is tasked to submit weekly AWA M&E report to this Office, for documentation and as basis for policy decisions.
5. For information, guidance and compliance.

SGOD-SMM&E/whi-Memo on AWA monitoring -05062021

