



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

July 13, 2021

OFFICE MEMORANDUM

No. **000218** s. 2021

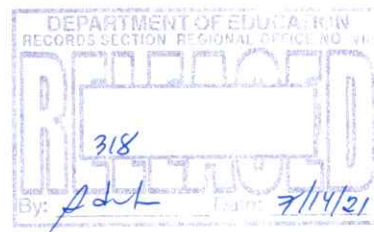
To: All Regional Office Personnel

**ACCOMPLISHMENT OF THE INDIVIDUAL DAILY LOG
AND ACCOMPLISHMENT REPORT (IDLAR)**

1. For uniformity on the accomplishment of the Individual Daily Log and Accomplishment Report (IDLAR), all Regional Office personnel shall ensure that actual accomplishments both on Skeleton Workforce and on Work-from-Home are indicated in the columns provided per attached sample as adopted from DepEd Order No. 011, s. 2020.
2. Means of Verification (MOVs) are only required for outputs done on Work-from-Home schedule.
3. It is reminded that submission of Individual Daily Log and Accomplishment Report (IDLAR) shall be done immediately on the following week.
4. For information and strict compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-PS-EDR





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Adopted from DepEd Order No. 011, s. 2020

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel: Juan del Mundo

Division:

Section/Unit:

Date/s Covered:

Alternative Work Arrangement (*Indicate if 2-week shift)	Date and Actual Time logs	Actual Accomplishments
Skeleton Workforce	5/16/2020 Time-in: 7:30AM Time out: 5:00 PM	Process Liquidation Report for Workshop AA Submit to Acctg. Division Pending TEVs Receive incoming documents
Work-from-Home	5/17/2020 Time-in: 7:00AM Time out: 6:00 PM	Facilitate meeting with Office AA via MS Teams Submit report on xxxxxx
Skeleton Workforce	5/18/2020 Time-in: 7:50AM Time out: 5:00 PM	Receive incoming documents
Work-from-Home	5/19/2020	Draft Memo re: xxxxxx



	<i>Time-in: 7:30AM Time out: 7:00 PM</i>	
<i>Skeleton Workforce</i>	<i>5/20/2020 Time-in: 8:00AM Time out: 5:00 PM</i>	<i>Submit report on xxxxxx</i>

Submitted by:

Approved by:

(Name & Signature of Personnel)

Date:

(Name & Signature of Head of Office)

Date: