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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0420-0010
MEMORANDUM
03 April 2020

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

Subject: **ATTENDANCE AND ACCOMPLISHMENT**
MONITORING APPLICATION

In support to DepEd Memorandum 43, s. 2020, the Attendance and Accomplishment Monitoring application was created.

This application allows each employee to:

- Time-in
 - Record the time workday was started
 - Report their location (Office, Home, Others)
- Time-out
 - Record the time workday was ended
 - Report their location (Office, Home, Others)
 - Report their accomplishment for the day
- View attendance and accomplishment history

This application also allows supervisors (Division Chiefs, Directors) to view and monitor the attendance and accomplishment of their employees.

Every weekend, the system will send Weekly Accomplishment Reports to the Heads of Offices and to the Office of the Undersecretary for Administration (OUA) for offices under it.

Offices under OUA are tasked to use this to fulfill the requirements in OUA Memo 00-0320-0049 starting 06 April 2020. Other offices in the Central Office may opt to use the application in order to easily track employee attendance and accomplishments while alternative work arrangements are in place.



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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ALAIN DEL B. PASCUA
Undersecretary



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