

OFFICE ORDER NO. 062-2020-C
20 March 2020

Pursuant to Office Order No. 062-2020, dated March 13, 2020, and Office Order No. 062-2020-B, the attached template of the Daily Accomplishment Report (DAR) of those who will be working at home (Annex "A") is hereby attached for compliance, as follows:

1. Except to Heads of Departments, Divisions and Branches, all personnel, including those hired under a contract of service, shall submit their accomplished DAR to their respective immediate supervisor;
2. All personnel shall log-in their attendance through Online Attendance Log and for this purpose, the Heads of Offices and Branches may coordinate with IT or HR.
3. All personnel shall furnish HR a copy of their accomplished DAR for purposes of recording; and
4. HR shall make all submitted DAR available to the Head of the Operation and COO.

For strict compliance and immediate dissemination.



IMELDA TARHATA F. MACARAMBON
Chief Operating Officer/Legal Counsel