



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 247, s. 2021

To: Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Division Section Heads
All Division Personnel

From: **PORTIA M. MALLORCA, PhD, CESO V**
Schools Division Superintendent *PM*

Date: October 13, 2021

Subject: **INTERIM GUIDELINES ON THE USE OF CONTRACS BY DIVISION PERSONNEL**

1. In response to health-related protocols issued by the local IATF and DOH policies and guidelines, DepEd-Kabankalan City ICTU developed and initiated the ConTRACS as an alternative mode of attendance monitoring and documentation of all personnel.
2. The ConTRACS initiative was intended and designed to align with the policies mandated by the Department of Education and Civil Service Commission's Alternative Work Arrangement guidelines for all government offices.
3. ConTRACS shall be adopted and used effective immediately in lieu of bundy clocks and biometric attendance devices. This is to avoid physical contacts when personnel log-in/out on-site and monitor their attendance while working from home.
4. The Logbook shall still be required and the entries must be consistent with the ConTRACS on the arrival and departure of personnel in the workplace.
5. All personnel in the division office shall observe the following in the utilization of ConTRACS to wit:
 - a. Install the program using Power Apps. Seek the assistance of Mr. Archiebal A. Poyogao, ITO I or Mr. Richard Roa, AO II of the ICTU in the division if needed.
 - b. Use of ConTRACS could either be at home or on-site.
 - c. Only those reporting on-site shall be required to use the ConTRACS and Logbook.
 - d. Work from home must be compliant with the guidelines issued by the Department of Education and Civil Service Commission's Alternative Work Arrangement.
 - e. The flexible working time is still applicable both for WFH and On-Site per DO No. 23, s. 2018.
 - f. CSC Form 48 electronically generated through the ConTRACS shall be duly signed by the individual employee and immediate superior. Failure to log-in/out in the ConTRACS shall be considered absent unless with valid reason and duly noted and signed by the chief/unit head.
 - g. All personnel are required to strictly observe their office's Work Week Plan. Any adjustment thereto due to exigency of the service must be approved by the immediate division chief/unit head.
6. For widest dissemination and compliance.