

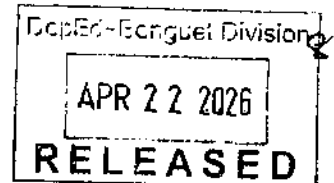


Republic of the Philippines
Department of Education
Schools Division of Benguet

April 21, 2026

Division Memo: 137s.2026

To: Chief Education Supervisors, CID, SGOD
Education Program Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
SDO Personnel
All Others Concerned



**IMPLEMENTATION OF THE NEW DIGITAL WEEKLY FRIDAY
ATTENDANCE LOG**

1. In line with the implementation of the **Work-From-Home (WFH)** arrangement every Friday pursuant to Department of Education policies, all officials and employees are hereby required to accomplish the **Weekly Friday Attendance Log** through the official online platform.
2. All concerned personnel shall utilize the SDO Benguet WFH portal via ***bit.ly/sdobengwfh*** to log in the online attendance for WFH employees.
3. All concerned personnel shall record their clock-in (morning start) and clock-out (end of duty) every Friday through the designated online form. The following details must be accurately provided:
 - Employee Name (Last Name, First Name, Middle Initial)
 - Position/Designation
 - District/Office
 - Clock-in Time (Morning Start: 7:30 AM – 9:00 AM)
 - Clock-out Time (End of Duty: 4:30 PM – 6:00 PM)
 - GPS Location (To verify attendance location)
4. This initiative aims to ensure proper documentation of attendance across different offices and locations, as well as to promote accountability and transparency in reporting.
5. Anent thereto all School Heads shall upload/update their accomplishments through the provided link per school at SDO Benguet WFH portal. All submissions are secured and monitored by their respective PSDS/PSDI. While school-based personnel who are on WFH status shall submit their accomplishments to their respective School Heads.



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6. All submissions must be completed **every Friday within official working hours**. Failure to comply with the prescribed time windows may result in the entry being tagged as non-compliant for the specific reporting period
7. Immediate supervisors are advised to monitor the compliance of their respective personnel and ensure that the digital logs align with the authorized WFH schedules.
8. An online orientation will be conducted on April 23, 2026, to aid our field personnel. The meeting is scheduled at 3:00PM via the link ***bit.ly/sdobengwfhOM***
9. For technical concerns regarding the SDO Benguet WFH portal, personnel are encouraged to coordinate with the Division ICT Unit.
10. For immediate dissemination and strict compliance.

CARNEL F. MERIS

Chief Education Supervisor

Officer-in-Charge

Office of the Schools Division Superintendent



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