



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
GRACEVILLE ELEMENTARY SCHOOL  
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

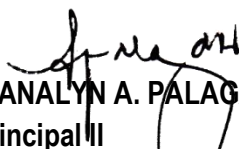
October 22, 2021

**SCHOOL MEMORANDUM**  
No. 096 s.2021

**To: Project W.A.T.C.H Coordinator**  
**Teaching and Non-Teaching Personnel**  
**Other concerned**

**FACULTY MEETING FOR PROJECT W.A.T.C.H ACADEMIC HONESTY, IDLAR, PROJECT JiTS,  
OPEN TIME CLOCK, LOGBOOK, BIOMETRICS, FORM 48 (DTR), AWA, FORM 6 AND 7**

1. This office announces the faculty meeting of Graceville Elementary School on Monday, October 25, 2021 at 09:00 AM via MS TEAMS.
2. This activity aims to discuss Project W.A.T.C.H, Academic Honesty, IDLAR, Project JiTS, Open Time Clock, Logbook, Biometrics, Form 48 (DTR), AWA, Form 6 and 7 for efficiency of implementation and complied with the existing guidelines on Alternative Working Arrangement.
3. Attached is Enclosure No.1 of this memorandum.
4. All participants shall register in <https://forms.office.com/r/WSErhJDtvS> while the meeting is on-going and it serve as your attendance.
5. For information and guidance.

  
**DIANALYN A. PALAGANAS PhD**  
Principal II





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SCHOOL MEMORANDUM No. 096 s.2021  
Enclosure No. 1

**ASSIGNED FOCAL PERSONS**

	<b>NAME</b>	<b>POSITION</b>
1. PROJECT W.A.T.C.H	LEILANI N. ARMAMENTO	COORDINATOR
2. ACADEMIC HONESTY	ROCHELLE J. ESGUERRA	MASTER TEACHER I
3. IDLAR	SYCHE S. TABUZO	MASTER TEACHER I
4. PROJECT JiTS	EMEL S. ESCOBIDO	ICT COORDINATOR
5. OPEN TIME CLOCK	EMEL S. ESCOBIDO	ICT COORDINATOR
6. LOGBOOK	ROY V. REBOLADO	LIS COORDINATOR
7. DTR	ROY V. REBOLADO	LIS COORDINATOR
8. BIOMETRICS	ROY V. REBOLADO	LIS COORDINATOR
9. AWA	KRIZEL I. AGAPITO	ADMINISTRATIVE OFFICER II
10. FORM 6	KRIZEL I. AGAPITO	ADMINISTRATIVE OFFICER II
11. FORM 7	KRIZEL I. AGAPITO	ADMINISTRATIVE OFFICER II

