



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



January 20, 2024

REGIONAL MEMORANDUM

ORD No. 059, s. 2024

To: Schools Division Superintendents
 Functional Division Chiefs
 All thers Concerned

DEPLOYMENT OF A SURVEY FOR THE STUDY TITLED: ANALYSIS OF WORK FROM HOME AND WORKING CAPABILITIES OF EMPLOYEES IN PHILIPPINE GOVERNMENT SECTOR AMONG REGIONAL AND SCHOOLS DIVISION OFFICE EMPLOYEES

1. This is in reference to the attached Memorandum No. OUA-OUT-011124-P4-2 dated 11 January 2024, signed by Nolasco A. Mempin, Undersecretary for Administration, relative to the above- mentioned subject, contents of which are self-explanatory, for information and appropriate action.
2. In view thereof, this Office respectfully endorses the conduct of the said study and requests for the voluntary participation of DepEd NCR teaching and non-teaching DepEd employees across all governance levels. The survey link can be accessed through this: **<http://tinyurl.com/WFHsurvey2023> until January 27, 2024.**
3. Division Research Coordinators are requested to provide feedback (refer to the attached template in the memorandum) to the Policy, Planning, and Research Division at **pprd.ncr@deped.gov.ph** to ensure that the survey link is properly conveyed and disseminated to respondents.
4. For lateral coordination, please contact the researcher, Mr. Michael James M. Papa, through email address: **mjmpapa@ppa.com.ph** or mobile and phone number: 0956-255-9406 or +81709-185-9217.
5. For consideration and appropriate action.

JOCELYN DR ANDAYA
 Director IV



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-011124-P4-2

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : **Deployment of a Survey for the Study titled: "Analysis of Work from Home and Working Capabilities of Employees in Philippine Government Sector" among Regional and Schools Division Office employees**

DATE : 11 January 2024

This has reference to the request of **Mr. Michael James M. Papa**, Human Resource Management Officer II of the Philippine Ports Authority – Human Resource Management Division, to conduct his research entitled "Work from Home and Working Capabilities of Employees in the Philippine Government Sector" as part of his Graduate program requirement under the Japanese Grant Aid (JDS) program in Kobe University. The proposed study aims to identify factors affecting Government employees' capability to perform tasks remotely, assessing their work-from-home capabilities.

In this regard, this office respectfully endorses the conduct of the said study and requests the participation of our field offices in answering the survey questionnaire. The target respondents for this study are both teaching and non-teaching DepEd employees across all governance levels. The survey can be accessed through this link: <http://tinyurl.com/WFHsurvey2023> until January 27, 2024. Please note that participation is voluntary, and respondents have the right to refuse to participate or discontinue accomplishing the survey questionnaire at any time.

Relative to the conduct of the study, Regional Offices (ROs) are requested to coordinate with their respective functional divisions and School Division Offices (SDOs) to support the researcher in the dissemination of the online survey.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Further request is made to submit feedback on the actual conduct of the study using the template in Annex to the Planning Service - Policy Research and Development Division (PS-PRDD) at email address: ps.prd@deped.gov.ph.

For further inquiries and feedback, kindly contact PS-PRDD through the above-mentioned email address or phone number: 8635-3976.

For lateral coordination, please contact the researcher, Mr. Papa through email address: mjmpapa@ppa.com.ph or mobile and phone number: 0956-255-9406 or +81709-185-9217.

For consideration. Thank you.

Copy furnished:

WILFREDO E. CABRAL

Director IV, DepEd – NCR

Officer-in-Charge, Office of the Undersecretary for Human Resources and Organizational Development (OUHROD)



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Annex: Template for Monitoring Report for Field Office

Governance Level (Name of RO or SDO)	Date of Data Gathering	Research Activities Conducted	Reported Feedback
		<i>(Indicative research activities conducted such as KII and FGD and the number of participants)</i>	<i>(Discuss feedback of participants regarding the conduct of research activities, and challenges and difficulties encountered in facilitating the activity)</i>



Request for Your Participation in Our Survey for Employees under government office nationwide

We Need Your Voice!

My name is Michael James M. Papa, Human Resources Management Officer II of Philippine Ports Authority and is currently studying Master of Economics in Kobe University (Kobe, Hyogo, Japan) under the Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) program, which is a partnership program between Philippine government and Japan. I am writing to formally request your assistance and support in conducting a comprehensive survey and data gathering needed for my thesis. I would like to formally request your participation in our survey by kindly answering the questionnaire attached.

Details about the study

Research:

Analysis of Work from Home and Working Capabilities of employees in Philippine Government Sector.

Introduction:

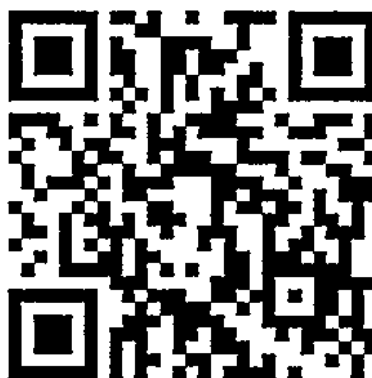
In recent years, remote work has become an integral part of the modern workplace, driven by advancements in technology and the need for flexible work arrangements. Government employees, like their private-sector counterparts, have increasingly transitioned to remote work settings. This transition has not only changed the way government agencies operate but has also brought to the forefront numerous challenges and opportunities. Recognizing the importance of assessing the performance capability of government employees working from home, we are conducting this survey to gain a comprehensive understanding on factors that may affect Government employees capability to perform task remotely

Survey Purpose:

The purpose of this survey is to obtain a comprehensive understanding of the experiences employees have regarding various aspects of their work environment, job capability, communication, competency level relative to their current job responsibilities, and to clearly identify factors that affect individuals' capability to perform tasks remotely. The survey will only focus on individual factors that may affect employees' task completion and will not include external factors. By collecting this data, we aim to identify strengths and weaknesses of the work-from-home arrangement for the government agency and develop firm recommendations based on this research to address any concerns raised in relation to this matter."

Survey Details:

- Survey Access: click or copy the link below or scan the QR code to access the survey questionnaire



<https://forms.office.com/r/iFWp6VMv5>

Target Participants: Any employee assigned/working under any government agencies with work from home experience are encouraged to answer the survey questions.

- Estimated Time: Approximately 10 to 15 minutes

- Your Responses: The survey is designed to be quick and easy and your responses will remain anonymous and the data will be used for educational purposes only. The research is designed to ensure that the data provided will not identify a specific person and will not reflect any actions other than as an observation for the study.

Incentive: As a token of our appreciation, valid submissions will automatically give you a chance to be one of the 10 winners who will receive PHP 500 via GCash.

◆ **Your Participation Matters:**


Your input is crucial to shape our future initiatives and make [Your Organization] an even better place to work. We are committed to listening to your feedback and taking action based on the results.

◆ **Thank You for Your Contribution:**

We genuinely appreciate your time and effort in helping us create a workplace that best reflects your needs and aspirations.

Your input is vital. Join us in this journey of improvement!

Sincerely,


Michael James M. Papa
Human Resources Management Officer II
Philippine Ports Authority

Email: mjmpapa@ppa.com.ph

Mobile number: +639-562559406