



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

January 25, 2024

**DIVISION MEMORANDUM**  
PRS-2024- 043

**DEPLOYMENT OF SURVEY FOR THE STUDY TITLED: "ANALYSIS  
OF WORK FROM HOME AND WORKING CAPABILITIES OF  
EMPLOYEES IN PHILIPPINE GOVERNMENT SECTOR"**

To : SGOD and CID Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Section and Unit Heads  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

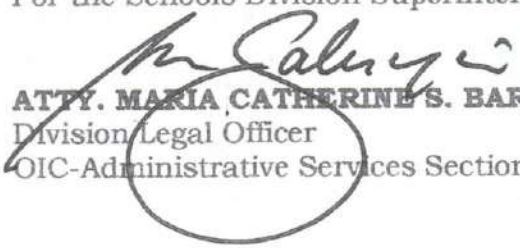
1. Relative to Memorandum OUA-OUT-011124-P4-2 and Regional Memorandum No. 78, s. 2024 titled "Deployment of Survey for the Study Titled: "Analysis of Work from Home and Working Capabilities of Employees in Philippine Government Sector" Among Regional and Schools Division Offices", this Office, through the Planning and Research Section (PRS), informs the field on the endorsement of the conduct of the study of Mr. Michael James M. Papa. The researcher is a Human Resource Management Officer II of the Philippine Ports Authority and is pursuing this research as part of his Graduate Program requirement under the Japanese Grant Aid (JDS) program at Kobe University.
2. The study aims to investigate the factors influencing the working capabilities of employees in the Philippine Government sector and their impact on performance while operating effectively in a work-from-home setup.
3. As such, **all the teaching and non-teaching personnel** of the Functional Divisions of the Division Office and schools are requested to participate in the said study by responding to the survey questionnaire with the link <http://tinyurl.com/WFHSurvey2023> on or before **January 27, 2024**.
4. For more information and other concerns, please contact Galina V. Panela, Senior Education Program Specialist, via email [prs\\_calbayog@deped.gov.ph](mailto:prs_calbayog@deped.gov.ph).
5. Immediate dissemination of and compliance with this Memorandum are desired.

**MARGARITO A. CADAYONA JR. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge of the Office of the Schools Division Superintendent





For the Schools Division Superintendent:

  
**ATTY. MARIA CATHERINE S. BARANDINO**  
Division Legal Officer  
OIC-Administrative Services Section

Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
RESEARCH SURVEY

SGOD-PRS-GVP





Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 22, 2024

**REGIONAL MEMORANDUM**

No. **78** 2024

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

To: Schools Division Superintendents  
Regional Functional Division Chiefs  
School Heads  
All Others Concerned

1. The Office of Usec. Nolasco A. Mempin, Undersecretary for Administration, issued Memorandum OUA-OUT-011124-P4-2 endorsing the conduct of the study of Mr. Michael James M. Papa, Human Resource Management Officer II of the Philippine Ports Authority, titled **"Work from Home and Working Capabilities of Employees in the Philippine Government Sector"**.
2. Relative thereto, the field offices are requested to participate in the said study by answering the survey questionnaire. The target respondents are 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.
3. All Regional Functional Divisions and Schools Division Office are further requested to provide feedback on the actual conduct of the study in their respective stations to the Policy, Planning, and Research Division (PPRD) using the template Annexed hereto through **pprd.region8@deped.gov.ph** for consolidation and submission to the Planning Service – Policy Research and Development Division (PS-PRD).
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *pl*

Enclosures: As Stated

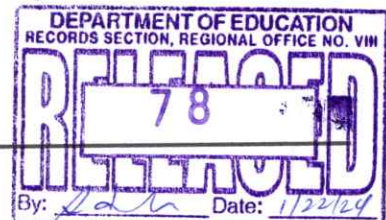
References: None

To be indicated in the Perpetual Index under the following subjects:

PPRD-JDD      RESEARCH      SURVEY



Address: Government Center, Candahug, Palo, Leyte  
Telephone Nos.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: <https://region8.deped.gov.ph>





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

**Annex: Template for Monitoring Report for Field Office**

<b>Governance Level (Name of RO or SDO)</b>	<b>Date of Data Gathering</b>	<b>Research Activities Conducted</b>	<b>Reported Feedback</b>
		<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>

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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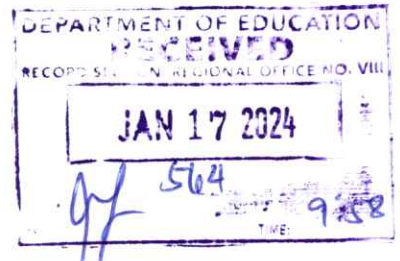
www.deped.gov.ph

Telephone No.: (02) 8638-1780; Email: userforadministration@deped.gov.ph



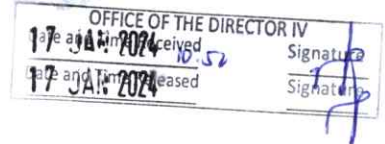


Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



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.



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Handwritten note: *no comment 1/16/24*



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](mailto: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](mailto: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)

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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## **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:**

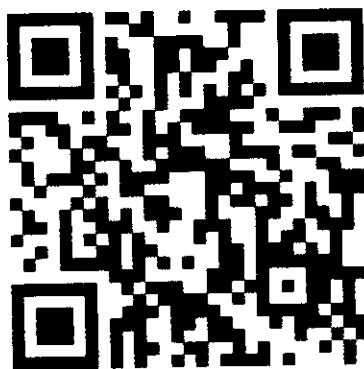
In recent years, remote work has become an integral part of the modern workplace, driven by advancements in technology and the need for flexible work arrangements. Government employees, like their private-sector counterparts, have increasingly transitioned to remote work settings. This transition has 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/IFHWpb6VMv5>

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](mailto:mjmpapa@ppa.com.ph)

Mobile number: +639-562559406