Republic of the Philippines

Council for the Welfare of Children

Management Information Systems Unit

**INDIVIDUALTERMS OF REFERENCE**

**WORK FROM HOME ARRANGEMENT**

Period Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **NAME OF STAFF** | **KEY RESULTS AREA/PROGRAM/ACTIVITIES/PROJECTS**  **(Based assigned tasks for the year and IPC)** | **TOR**  **(Refers to the work plan/deliverables or expected output/s for the specified period)** | | **REMARKS** |
| **Target Tasks** | **Expected Outputs/Deliverables** |
|  | Grant Lemuel A. Ledesma | ICT Technical Support and preemptive maintenance | Provide Online Technical Assistance request thru MISU official ICT support email (ictsupport@cwc.gov.ph) | Fix issues and concerns in regards to ICT technical assistance request and provide response to inquires |  |
| Manage the CWC Official Website | Manage the request for uploading of IEC Materials and other website-related content | Upload or delete website-related content base on requests |  |

Prepared by: Approved by:

**GRANT LEMUEL A. LEDESMA ROMER ANTHONY A. LARIBA**

Information Systems Analyst II MISU HEAD, ITO I   
Date

Note:

This will be the basis for the consolidated Division TOR for the given period.