



# GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

## GDE: WORK FROM HOME APPLICATION WORK-TARGETS TEMPLATE (PLAN & REPORT) 2020

TO: ..... (Line-Manager)

..... Directorate

NAME OF OFFICIAL: .....  
2020

PERIOD: ..... 2020 TO .....

DAY	Tasks and Outputs	WEEKLY REPORT (INCLUDING DEVIATIONS)
Monday,.....2020		
Tuesday,.....2020	o	
Wednesday,.....2020		
Thursday,.....2020		
Friday,.....2020		

SIGNATURE OF EMPLOYEE \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMMENT(S):

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