



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan, Tabuk City



**DIVISION MEMORANDUM**

No. 80 s. 2020

**TO:** - All Division Personnel  
School Heads (Elementary and Secondary)

**FROM:** Irene S. Angway  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

**SUBJECT: SUBMISSION OF DTRS AND ACCOMPLISHMENT REPORTS FOR THE  
MONTH OF MARCH AND APRIL, 2020**

**DATE: APRIL 30, 2020**

1. Please be informed that the Office requires the Submission of DTRs and Accomplishment Reports for the Month of March and April, 2020.
2. For March 2-16, 2020 (Pre-ECQ Period) the DTR shall be with attached biometric copy and accomplishments. From March 17 to 31, 2020 during the implementation of ECQ Period, DTRs should be with attached individual accomplishment report using the template below:

Date	Time	Accomplishment	Remarks

Prepared by:

\_\_\_\_\_  
Employee

Reviewed and approved:

\_\_\_\_\_  
AO (OSDS) / CES (SGOD/CID)

3. For the whole month of April, 2020, DTR should be with attached individual accomplishment report consistent with those sent through the link.
4. Compliance to this memo is anticipated.