



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

**Office of the Schools Division Superintendent**

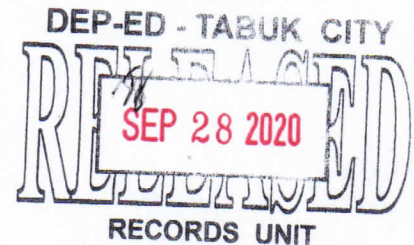
**Division Memorandum**

No. 193, s. 2020

TO: **ALL EMPLOYEES**  
SDO Tabuk City

DATE: **September 24, 2020**

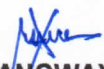
SUBJECT: **ON-TIME SUBMISSION OF DAILY TIME RECORD (CSC FORM 48) WITH COMPLETE ATTACHMENTS**



1. This is to require and remind all employees of Tabuk City Schools Division to adhere to the regular and on-time submission of Daily Time Record (DTR) with complete attachments, which is on or before 5<sup>th</sup> of the ensuing month.
2. This is following the Commission on Audit (COA) requirement that all government employees must submit the required record of service rendered.
3. This office have already been reminding all employees orally through the School Heads, Administrative Assistants of the field, and Head of units, but have noticed that late submission and/or incomplete required attachments have been the recurring problems, and hinders the on-time submission of Form 7 of the Division to the respective higher agencies.
4. Thus, this office informs that effective **October 2020**, **any lacking attachments on the DTR will be considered Absence Without Official Leave (AWOL)**.
5. Please refer to the table below regarding required attachments.

Reason	Attachment
1. On Official Business/Travel	-(within Tabuk City)Duly approved Locator Slip with signed Certificate of Appearance -(outside Tabuk City)Approved Travel Order
2. Leave of Absence	-Duly approved Form 6
3. Work from Home	-Approved Work Week Plan and Certified Accomplishment Report

6. For strict compliance and guidance.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent



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