



Republic of the Philippines
Department of Education

Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

DIVISION MEMO NO. 10
Series 2020



TO: PSDSs/HRMO
School Heads
Other Concerned

SUBJECT: ADDITIONAL REQUIRED DOCUMENTS TO BE SUBMITTED BY SLAs

DATE: January 18, 2020

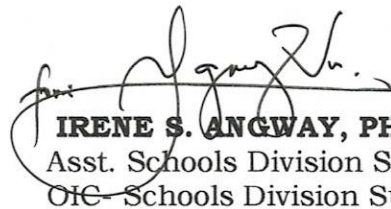
1. For purposes of monitoring and evaluating the services being rendered by each LSA assigned in the different schools and to have official records for each LSA assigned in the different schools and to have official records for performance assessment purposes, this office requires all LSAs to accomplish Daily Time Records (DTR) with attached accomplishments reports every end of the month. Accomplishment Report shall follow this template, to wit;

School _____		District _____
Date	Activity w/ pictures	Remarks

Prepared by: _____
LSA

Noted: _____
School Head

2. The said documents shall be submitted to the office of the HRMO duly signed by the volunteer teacher/LSA and the School Head in-charge.
3. All concerned personnel are instructed to disseminate this memo for prompt compliance.


IRENE S. ANGWAY, PHD, CESO VI
Asst. Schools Division Superintendent
OIC-Schools Division Superintendent

