



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

DEP-ED - TABUK CITY

JAN 18 2023

January 6, 2023

**Division Memorandum**

No. 26, s. 2023

TO: **ALL DIVISION EMPLOYEES**  
SDO Tabuk City

**REITERATION ON THE ON-TIME SUBMISSION OF DAILY  
TIME RECORD (CSC FORM 48) WITH COMPLETE  
ATTACHMENTS; SUBMISSION OF FORM 7, AND PROPER  
FILLING OUT FORM 48, FORM 6, AND LOCATOR SLIP**

1. All employees are hereby reminded on the on-time submission of Daily Time Record (DTR) with complete attachments and Monthly Payroll worksheet & Report of Services (Form 7), which is on or before 5<sup>th</sup> of the ensuing month.
2. The DTR to be submitted must be in 2 copies, 1 copy for the Division Office (DO) and 1 copy for the Commission on Audit Office (COA).
3. The in charge (AO II/ADAS) deployed in the different school must check the veracity, completeness, and correctness of the DTR and its attachments before submitting in the Division Office.
4. In case of biometric malfunction, for those personnel who are on School Base a certification issued by the Administrative Officer/Administrative Assistant on the field. (Please see Office Memorandum No. 18, s. 2021).
5. The manual entries of time in the DTR must not have any erasures/correction.

DTR		
Reasons	Attachment	Entries in the Manual DTR
1. On Official Business (OB)/Official Travel (OT)	- (with in Tabuk City) Duly approved Locator Slip with signed Certificate of Appearance (bottom part of locator slip) - (outside Tabuk City) Approved Travel Order and/or Certificate of Appearance	OB
2. On Leave/ Leave of Absence	-Duly Approved Form 6	On Leave



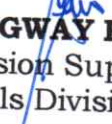
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6. The Form 6 to be submitted will be in 4 copies all original (COA Copy, RPSU Copy, 201 File Copy, and Owners Copy).
7. The Office had always been reminding all employees in memorandum and through the School Heads, Administrative Assistants/Administrative Officers of the Field, and Head of units, but have noticed that late submission and/or incomplete required attachments have been a recurring problem which hinders the on-time submission of DTR and Form 7 of the Division to the offices of COA and RPSU.
8. Thus, this Office informs that effective January 2023, any lacking attachments/MOV's on the DTR will be considered Absence Without Official Leave (AWOL).
9. For your guidance and strict compliance.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent  
Office of the schools Division Superintendent



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