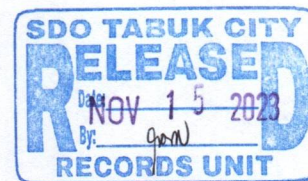




Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
Schools Division Office of Tabuk City



November 15, 2023

Division Memorandum
 No. 461, s.2023

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

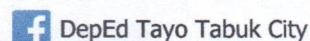
REITERATION ON THE ON-TIME SUBMISSION OF DAILY TIME RECORD (CSC FORM 48) WITH COMPLETE ATTACHMENTS; SUBMISSION OF FORM 7, AND PROPER FILLING OUT FORM 48, FORM 6, AND LOCATOR SLIP

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 Service (Form 7), on or before 5th day 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. Administrative Officer or ADAS deployed in the different schools must check on the veracity, completeness, and correctness of the DTR and completeness of the attachments before submitting them to the Division Office.
4. In case of biometric malfunction, a certification issued by the Administrative Officer/ Administrative Assistant on the field must be attached.
5. The manual entries of time in the DTR must not have any erasure/correction.

DTR		
Reason	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



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>





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6. The Form 6 must submitted will be in 4 copies all original (COA Copy, RPSU Copy, 201 File Copy, and Owners Copy).
7. It must be emphasized that the Regional Office had been calling attention of this office regarding the late submission of Form 7 which is caused by the incomplete submission of attachments.
8. Thus, to avoid the above, effective January 2024, lacking or absence of attachments or MOV's in the Form 48 (DTR) will be considered Absence without official leave (AWOL).
9. For the strict compliance of all.

for
BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent