





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

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09 JUN 2016
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DIVISION MEMORANDUM

No. 205, 2016

To: The Public Schools District Supervisors
District ALS Coordinators
ALS Mobile Teachers

From: 
NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge 
Office of the Schools Division Superintendent

Subject: **Reiterating Submission of Required ALS Monthly Reports**

Date: June 09, 2016

1. This office is reiterating the submission of required ALS monthly reports by the District ALS Coordinators (DALCs) and ALS Mobile Teachers for ready reference and access of data for division planning purposes and for timely submission to higher offices.
2. To facilitate verification and validation, all the District ALS Coordinators and ALS Mobile Teachers are hereby directed by this office to promptly submit these reports including their Daily Time Record (DTR) to their respective EPS II- ALS through their PSDS or District Senior Bookkeeper.
3. The DTR of the DALCs and ALS Mobile Teachers will only be accepted by this office upon verification and validation to be done by the EPS II – ALS.
4. Widest and immediate dissemination of this memorandum is highly desired.
5. For strict compliance.