



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 04, 2023

Division Memorandum
No. 144, s. 2023

**OFFICIAL SIGNATORIES AND SCHEDULE OF SUBMISSION OF THE
DAILY TIME RECORD (CSC FORM 48)**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors and PICDs
Elementary and Secondary School Heads
All Others Concerned

1. This office reiterates to the field CSC Memorandum Circular No. 21, s. 1991 also known as Policy on Government Working Hours for Governing Officials and Employees as the guiding principles in compliance of Daily Time Record.
2. All teaching, teaching- related, non-teaching and school heads shall submit by posting to Viber their DTR (biometric machine-generated) in this office on the 5th working day of the following month. The hard copies of the same shall be transmitted the same day it was posted or immediately thereafter.
3. To expedite submission of DTR of school heads, the Public Schools District Supervisors and Principals-in-Charge of the Districts shall be the authorized signatories of their DTRs. The signatory of the DTR of the PICDs shall be the Chief of the Schools Governance and Operations Division (SGOD).
4. Inquiries pertaining to this matter shall be referred to the Office of the Administrative Officer V.
5. For widest dissemination and strict compliance.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

ASDS/tst/DM- Signatories of SH's DTR
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