



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: AUG 2023 By: [Signature]
RELEASED

Office of the Schools Division Superintendent

August 17, 2023

Division Memorandum
 No. 348, s. 2023

**AUTHORIZED SIGNATORIES FOR DAILY TIME RECORD
 AND APPLICATION FOR LEAVE OF SCHOOL HEALTH
 AND NUTRITION PERSONNEL**

TO: Chief, SGOD
 PSDS/PICD
 Elementary and Secondary School Heads
 Division Medical Officers
 Division and Cluster Dentists
 Division/Cluster Head, District and School Nurses
 All Others Concerned

- This Office directs the following officials to sign the Daily Time Record (DTR) and Form 6 of the following School Health and Nutrition Personnel:

A. Form 48 (DTR)

Personnel	With the initial of:	Verifying Officer
Medical Officers	None	SGOD Chief
Division Dentists	Medical Officer	SGOD Chief
Division/Cluster Head Nurses	Medical Officer	SGOD Chief
Cluster Dentists	Medical Officer	SGOD Chief
District Nurses	None	PSDS/PICD
School Nurses	None	School Head

B. Form 6 (Application for Leave)

Personnel	With the initial of:	Recommendation	Approving Authority
Medical Officers	None	SGOD Chief	ASDS In-charge of SGOD
Division Dentists	Medical Officer	SGOD Chief	ASDS In-charge of SGOD
Division/Cluster Head Nurses	Medical Officer	SGOD Chief	ASDS In-charge of SGOD
Cluster Dentists	PSDS & MO	SGOD Chief	ASDS In-charge of the Cluster






Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

District Nurses	PSDS & MO	SGOD Chief	ASDS In-charge of the Cluster
School Nurses	School Head & MO	SGOD Chief	ASDS In-charge of the Cluster

2. For strict compliance.

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

SGODSHN-syu/ Nurses DTR
0_/08172023



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net