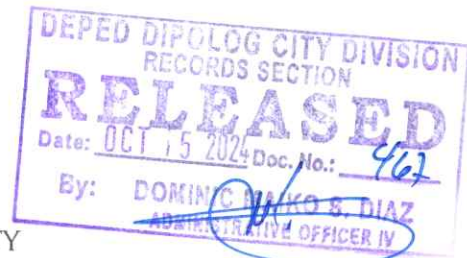




Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY



October 14, 2024

**DIVISION MEMORANDUM**  
 No. 467, s. 2024

**SUBMISSION AND AUTHORIZED SIGNATORIES OF  
 DAILY TIME RECORD (CSC FORM 48)**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT  
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)  
 CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)  
 PUBLIC SCHOOLS DIVISION SUPERVISORS  
 DIVISION INFORMATION AND TECHNOLOGY OFFICER (ITO)  
 ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE SERVICES  
 PERSONNEL SECTION  
 ALL ELEMENTARY SCHOOL HEADS  
 ALL SECONDARY SCHOOL HEADS  
 ALL SCHOOL TEACHING AND NON-TEACHING PERSONNEL  
 ALL CLC TEACHING AND NON-TEACHING PERSONNEL  
 ALL DIVISION PERSONNEL  
 This Division  
 All Others Concerned

1. Relative to CSC MC No. 01, s.2017 or the REITERATION OF THE POLICY ON GOVERNMENT OFFICE HOURS; AND THE ADMINISTRATIVE OFFENSES OF FREQUENT UNAUTHORIZED ABSENCES (HABITUAL ABSENTEEISM); TARDINESS IN REPORTING FOR DUTY; AND LOAFING FROM DUTY DURING REGULAR OFFICE HOURS, it provides that on Government Office Hours (Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292):

*“Each head of department or agency shall require **a daily record of attendance of all the officers and employees** under him **including those serving in the field** or on the water, to be kept on the proper form and, whenever possible, registered on the bundy clock...”*

2. In this case, the Biometric Device shall be considered as a similar tool or mechanism with that of a “bundy clock.”
3. Pursuant to the provision above, this office hereby directs the following officials as the authorized signatories for the Daily Time Record (DTR) or Form 48 of the following offices/personnel:

Office/Personnel	With initial of:	Signing Authority
<b>A. OSDS</b> a. Legal Officer b. ITO c. Accountant d. AO-V (Budget) e. AO-V (Admin)	None	Schools Division Superintendent




Address: Purok Farmers, Olingan, Dipolog City  
 Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
 Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
 Facebook: DepEd Tayo – Division of Dipolog City

Office/Personnel	With initial of:	Signing Authority
f. OSDS-Finance Services	None	Accountant III
i. Accounting Personnel		
ii. Budget Personnel	None	Admin Officer V (Budget)
g. OSDS-Admin Services Section/Unit Heads	None	Admin Officer V (Admin)
i. Personnel		
ii. Property and Supply		
iii. Records		
iv. Cash		
v. General Services		
vi. Other Admin Unit Personnel (assigned to other functional divisions, sections, units)		
vii. All Section/Unit Personnel		
• Personnel	AO-IV (Personnel)	
• Property and Supply	AO-IV (Supply)	
• Records	AO-IV (Records)	
• Cash	AO-IV (Cash)	
• General Services	GSU Focal	
<b>B. CID</b>		Schools Division Superintendent
a. Chief Education Supervisor	None	
b. Public Schools District Supervisors	None	CID Chief
c. Education Program Supervisors		
d. Learning Resource and Management Section		
e. Alternative Learning System (teaching and non-teaching)	ALS Focal	
<b>C. SGOD</b>		Schools Division Superintendent
a. Chief Education Supervisor	None	
b. Education Program Supervisor	None	SGOD Chief
c. Social Mobilization and Networking		
d. School Management, Monitoring and Evaluation		
e. Human Resource and Development		
f. Planning and Research		
g. Learner/Youth Formation		
h. Disaster Risk Reduction and Management		
i. Medical Officer		
j. School Health and Nutrition Personnel		
i. Dentist		
ii. Nurse		
iii. Aide		
iv. Contract of Service		
<b>D. School Heads/Principals</b>		
a. Elementary	PSDS	CID Chief
b. Secondary		
c. Integrated Schools		

4. On the other hand, Division Memo No. 95, s.2022 emphasizes the prompt **submission of Daily Time Record (DTR)** where it was scheduled **on or before the 10<sup>th</sup> working day of the succeeding month.**

5. Hence, this office reiterates also the on-time submission of **Signed/Approved DTR** with complete attachments such as, but may not be limited to, the following:
  - a. **Biometric device print-out**
  - b. **Certificate of Appearance**
  - c. **Leave Form (Form 6)**
  - d. **Others as may be required by the Signing Authority**
6. Moreover, submission of the abovementioned documents shall be addressed to the Office of the Administrative Services duly acknowledged and received through the Records Section.
7. Immediate dissemination of this Memorandum is highly desired.

  
**MA. LIZA R. TABILON, EdD., CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

OSDS, Admin	CSC
Schools	DTR

ADC/20241014-DM-DTR

October 14, 2024

