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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

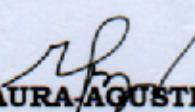
09 Jun 2021

DIVISION MEMORANDUM
No. 205, s. 2021

**REGULAR AND ON-TIME SUBMISSION OF DAILY TIME RECORD
(CIVIL SERVICE FORM NO. 48)**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Others concerned

1. This office requires all School Heads to observe regular and on-time submission of Daily Time Record (Civil Service Form No. 48) after the end of every month.
2. All Elementary and Secondary School Heads are required to submit DTR of all teaching and non-teaching personnel under their respective school from the months of **January 2021 to June 2021**.
3. Submission of Report on Absences is scheduled every 3rd week of the month using the new template of Civil Service Form No. 6 (Revised 2020) as attachment.
4. Please be guided accordingly.
5. Immediate dissemination of this Memorandum is desired.


EDNA FAURA AGUSTIN
Schools Division Superintendent

