



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

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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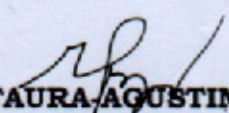
DIVISION MEMORANDUM

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 3<sup>rd</sup> 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

