



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

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March 16, 2020

Division Memorandum

No. 046, s. 2020

To: All Senior High School Teaching & Non-Teaching Personnel

SUBMISSION OF MONTHLY CS- FORM 48 (DAILY TIME RECORD) OF SENIOR HIGH SCHOOL PERSONNEL

1. This Office reiterate prompt submission of CS - Form 48 (Daily Time Record) every month for **All Senior High School Personnel** assigned in the different Schools of the Division of Capiz in order to submit to the Commission on Audit on time.
2. The deadline of submission is on the **5th day** of the following month.
3. If the 5th day falls on Saturday, Sunday or Holiday the deadline of submission would be the last working day prior to the 5th day of the succeeding month.
4. All DTRs will be submitted in **3 copies w/ transmittal from the School Heads** to the Personnel In-charge of the Administrative Section, this Division. Individual submission of DTR w/ out transmittal from the Heads will not be entertain.
3. Take note that **failure to submit the duly accomplished and signed DTR within the above prescribed period would cause deactivation or non-inclusion** of the name of the concerned personnel in the payroll for the current month.
3. Immediate dissemination and strict compliance with this memorandum are desired.


SALVADOR O. OCHAVO, JR., ED.D., CESO V
Schools Division Superintendent