



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ

August 12, 2021

DIVISION MEMORANDUM

No. 151s. 2021

**MONITORING ON THE SUBMISSION OF DAILY TIME RECORD (FORM 48)
OF SCHOOL HEADS IN ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS**

To: OIC-Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. In order to further ensure a safe, complete, accurate and timely submission of the monthly Daily Time Record (Form 48) by all school heads, the following scheme is hereby adopted, to wit:
 - a. On or before the 5th day of the succeeding month, all school heads of elementary, secondary and integrated schools in the district shall submit to the Public Schools District Supervisor (PSDS) three (3) copies of duly accomplished Form 48 for the just-concluded month;
 - b. On or before the 7th day, the PSDS shall transmit (in one bunch only) to the division office, c/o the Office of the Assistant Schools Division Superintendent (ASDS), all Form 48 for signature.
 - c. The transmittal shall be accompanied with a list of school heads (elementary, secondary and integrated schools) certified by the PSDS that all school heads have submitted their Form 48 for the month.
 - d. Only the PSDS or his/her authorized representative is allowed to transact on official business the submission of the aforementioned forms in the office.
 - e. Individual submission by any school head or his/her representative at the division office is NOT allowed, except for a valid reason which should be stated in a letter of explanation noted by the PSDS concerned.
 - f. Late submission should likewise be accompanied with a letter of explanation with a valid reason signed by the PSDS concerned.
 - g. Individual/late submission is NOT considered official business.
2. Immediate dissemination of and compliance with this memorandum is enjoined.

SALVADOR O. OCHAVO, JR. EdD, CESO V
Schools Division Superintendent

AUG 13 2021

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