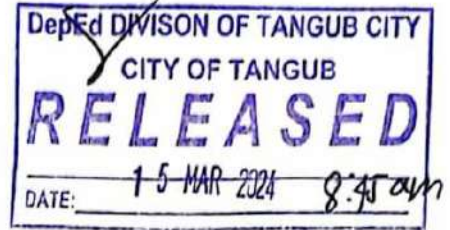




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



March 7, 2024

**DIVISION MEMORANDUM**

No. 113, s. 2024

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

**To:** Assistant Schools Division Superintendent  
 Chief Education Supervisors (SGOD and SGOD)  
 Education Program Supervisors  
 Public Schools District In- Charge  
 Section Heads  
 All Concerned Personnel  
 This Division

1. Pursuant to the Civil Service rules on attendance and punctuality of government workers, this Office hereby directs the following officials to sign the Daily time Record (DTR) of the following personnel at the end of each cut-off schedule effective immediately.

<b>Signing Authority</b>	<b>Personnel</b>
Schools Division Superintendent	Chief CID, Chief SGOD, Accountant III, Information Technology Officer III, Administrative Officer V (Budget and Admin)
Assistant Schools Division Superintendent	School Principal/School Head
Accountant III	All accounting Personnel
ADMIN. OFFICER V (Budget)	All Budget Personnel
ADMIN. OFFICER V (Administrative Services)	Administrative Services (Unit Heads) a. Personnel b. Supply c. Records d. Cashier e. All contractual of Service employees of the SDO
OSDS Section Heads	a. All personnel under /per section
Chief Education Supervisor (SGOD)	All SGOD Personnel



Address: Anecito Siete St. Mantic, Tangub City  
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Chief Education Supervisor (CID)	All CID Personnel
School Principal/School Head	All Teaching and Non-Teaching assigned in the school

2. All personnel are required to observe the regular and on-time submission of 2 copies printed and handwritten Form 48/ DTR with complete attachments. If the deadline falls on the weekend or holiday, the submission shall be the first Monday of the week to ensure the efficient and timely submission of the summary of report and consolidated form 7 in the Regional Office.

PRINTING OF DTR	DEALINE FOR SUBMISSION	PREPARATION OF FORM 7	DEADLINE OF SUBMISSION AT R-X
1 <sup>st</sup> day of the month	3 <sup>rd</sup> day of the month	3 <sup>rd</sup> - 4 <sup>th</sup> day of the month	6 <sup>th</sup> day of the month

3. Failure to submit the duly accomplished Form 48/DTR with complete attachments within the prescribed period would cause deactivation or non-inclusion in the payroll in the succeeding month.

4. The following are the required attachments during the submission:

<b>Leave of Absence</b>	<ul style="list-style-type: none"> <li>• 2 machine copies of duly approved Form 6</li> </ul>
<b>Biometric Malfunction</b>	<ul style="list-style-type: none"> <li>• 2 machine copies of logbook duly certified by the records officer.</li> <li>• 2 copies of justification from the school head noted by the Information Technology Officer</li> </ul>
<b>On Official Business/ Travel</b>	<ul style="list-style-type: none"> <li>• 2 machine copies of locator slip</li> <li>• 2 machine copies of approved Authority to Travel</li> <li>• 2 machine copies of Certificate of Appearance</li> </ul>
<b>On Personal Business / Travel</b>	<ul style="list-style-type: none"> <li>• 2 machine copies of Pass Slip</li> </ul>

5. For information and strict compliance.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent *Shambae*



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