



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Flourishing the Paths to Educational Excellence



July 29, 2017

Division Memorandum

No. 323s, 2017

**SCHEDULE OF SUBMISSION OF FORM 48 (Daily Time Record) of
PUBLIC SCHOOLS DISTRICT SUPERVISORS, DIVISION EDUCATION PROGRAM SUPERVISORS
INCLUDING THE EDUCATION PROGRAM SPECIALISTS for ALS**

To :

- Asst. Schools Division Superintendent
- Chiefs, CID & SGOD
- Public Schools District Supervisors/District In-Charge
- Division Education Program Supervisors/Division Coordinators
- Education Program Specialists for ALS
- All Others Concerned

1. As agreed during the last workshop of the CID team and to give ample time for the Administrative Staff to prepare the Form 7, all Form 48 (Daily Time Record) must be submitted to the Division Office on the 2nd or 3rd day of the following month.

2. Further, it was also agreed in that workshop that PSDS and DEPS must attach in their DTRs the following:

- 2.1 Accomplishment Report of the current month (with Certificate of Appearance)
- 2.2 Supervisory Plan of the following month

3. All other concerned CID staff not mentioned above are required to attach in their DTRs an Accomplishment Report of the current month and a TRAVEL ITINERARY for the following month.

4. For compliance.

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Assistant Regional Director
Concurrent Schools Division Superintendent

6/30/17

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30 JUN 2017