



061624-030

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 JUNE 2022

DIVISION MEMORANDUM

No. 383 s. 2022

**REMINDER ON THE SUBMISSION OF DAILY TIME RECORD (DTR) OF SDO AND  
SCHOOL PERSONNEL**

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. To ensure the uniformity of the Daily time record (DTR) of personnel in the Schools and Schools Division Office, everyone is reminded to use the standard **CSC Form No. 48** (Please do not use the downloadable or printable form).
2. It is expected that all entries are reviewed, verified, initialed by immediate supervisors and duly-signed before the same be submitted at personnel services unit.
3. Action of all concerned.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>