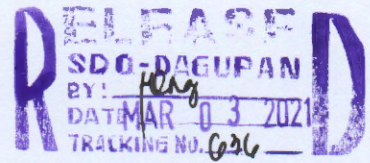




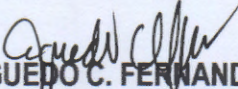
Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**DIVISION MEMORANDUM NO. 49, s. 2021**

To: Education Program Supervisors  
Public Schools District Supervisors  
School Principals/Heads (Public Elementary and Secondary Schools)  
Teaching and Non-Teaching Personnel

From:   
**AGUEDO C. FERNANDEZ, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent

Date: March 3, 2021

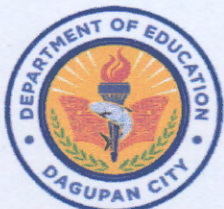
Subject: **Submission of Daily Time Record (DTR)**

This is to remind all personnel to submit your respective Daily Time Record (DTR) one working day after the last day of each month. School personnel shall submit their DTR to their immediate superior while SDO personnel shall submit to Miss Chelsea M. Paras for recording.

The day/s when an employee is on Work From Home (WFH) such shall be indicated in the daily time record in consonance with the approved schedule.

School Heads should submit the same to the Division Office on or before the 5<sup>th</sup> day of the succeeding month.

For your information and strict compliance.



**Address:** Burgos St., Poblacion Oeste, Dagupan City  
**Telephone No:** (075) 615-2645 | 615-2649  
**Website:** [depeddagupan.com](http://depeddagupan.com)  
**email:** [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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