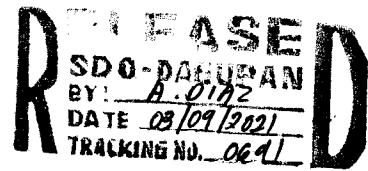





Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM NO. 62, 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 9, 2021

Subject: **Signatory for Daily Time Record (DTR)**

Please be informed that starting **March 1, 2021**, the Form 48 or Daily Time Record (DTR) of all employees shall be signed by the OIC-Assistant Schools Division Superintendent, **Ma. Criselda G. Ocang**.

This office therefore advises that her name be indicated as the signatory in charge.

Please be guided accordingly.



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



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