



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

Office of the Schools Division Superintendent

April 21, 2020

DIVISION MEMORANDUM  
 No. MO s.2020

**REGULAR AND ON TIME SUBMISSION OF FORM 7, CSC FORM 48 AND CSC FORM 6 WITH COMPLETE ATTACHMENTS**

To: Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

1. In order to facilitate prompt submission of Report of Service (Form 7) to the Regional Office, this office requires all employees to observe the regular and on- time submission of Daily Time Record (CSC Form 48) and Form 6 with complete attachments every end of the month.
2. To hasten process and review of Form 7 in the Division Office, please be guided with the following schedules:

Persons Involved	Activity	Timeline
Teaching & Non-Teaching Personnel	Submit DTRs, Form 6 and attachments to the immediate superior	At the end of the month
School Heads	Observe complete staff work & check entries on DTRs, & its attachments.	On or before the 2nd day of succeeding month
ADAS III & ADAS II	Pick-up DTRs, recheck, revalidate entries vis-à-vis attachments & submit to the PSDS.	On or before the 3rd day of the succeeding month
PSDS	Prepare and submit Form 7 to the SDO	On or before the 4 <sup>th</sup> day of the succeeding month
Personnel In-charge of Form 7	Process & consolidate Form 7 to be submitted to RO	On or before the 5 <sup>th</sup> day of the succeeding month

3. It is further instructed that a computerized report of service be prepared and submitted monthly to the Division Office in the absence of the form provided by RO following the template. In case the Form 7 will be available, the said computerized report will be transferred using the official form by the personnel in-charge of the SDO.
4. Delayed and non-submission of the aforementioned documents shall be dealt with accordingly. Collaboration and strict compliance of the timelines aforesated shall be observed and that principles of complete staff work is strictly encouraged to improve efficiency and eventually to solve issues on the delay of submission of these reports.
5. For information and strict compliance.

**GLORIA B. BUYA-AO**  
 Schools Division Superintendent



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