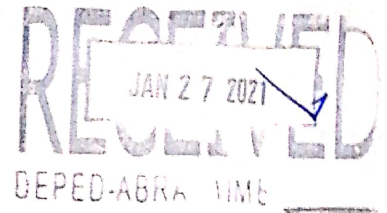




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

January 27, 2021

No. 029 s.2021


REITERATING DIVISION MEMORANDUM NO. 090, 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. This is to reiterate Division Memorandum No. 090, s. 2020 issued on April 21, 2020 on the regular and on- time submission of Daily Time Record (CSC Form 48) and Form 6 with complete attachments every end of the month in order to facilitate submission of Report of Service (Form, 7) to the Regional Office.
2. In addition to paragraph 2 of the said Memorandum, the following are to be observed and implemented in the field:
 - a. The DTR will be accurately reviewed by the PSDSs;
 - b. A District DTR day will be established every 2nd day of the ensuing month where all School Heads and ADAS assigned in the schools are required to participate in in order to:

ACTIVITY	PERSON-IN-CHARGE
b.1 review and validate DTR & attachments	Schools Heads/PSDS/ADAS
b.2 ensure timely submission of Form 7 to the SDO on or before the 5 th day of the next month	PSDS

- c. Submission of Form 6 may be filed via online;
 - d. All schools are required to install a biometric to record attendance on or before the end of March, 2021
3. Delayed and non-submission of the aforementioned documents shall be dealt with accordingly. Collaboration and strict compliance on the 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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