



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF ABRA

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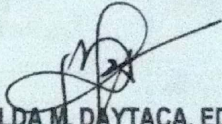
April 30, 2021

Division Memo. No. 141 s.2021

To : LALABALICMA District School Heads  
ADAS In-charge

**LALABALICMA District DTR Day and School Heads' Regular Meeting**

1. As part of the Schools Division Office initiative to improve the school performance particularly on the timely submission of reports, DTR Day was conceptualized. DTR Day will be spent to check the correctness and completeness of personnel Daily Time Record (DTR) together with the corresponding supporting documents before submission to the SDO. The institutionalization of this activity will ensure the timely submission of DTR and all districts were encouraged to have their own DTR Day.
2. In this connection, LALABALICMA District will be having the DTR Day on **May 4, 2021 from 8:00 AM – 5:00 PM at Caridad Azares Elementary School, Lagangilang, Abra**. Complete DTR with the prescribed supporting documents are expected to be submitted to the ADAS in-charge certified correct by the school head. Other district issues and concern will also be tackled during the day as part of the School Heads' regular meeting.
3. The participants to this meeting are the school heads and ADAS In-charge of the LALABALICMA District. Participants are advised to strictly observe the different health protocols. Expenses incurred related to the conduct of the activity will be charged against local funds/ school MOOE subject to the usual COA rules and regulations.
4. Immediate dissemination of this memorandum is deemed necessary.

  
**BENILDA M. DAYTACA, ED.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

OID/BPA/DM – Lalabalicma District .....

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**ACTIVITY REQUEST**

I.	TITLE OF ACTIVITY	Lalabalicma District DTR Day and School Heads' Regular Meeting																													
II.	OBJECTIVES	<ul style="list-style-type: none"> <li>➤ Check the correctness and completeness of DTR and supporting documents of the school heads.</li> <li>➤ Discuss issues and concern raised during the previous district meeting</li> <li>➤ Disseminate updates on the implementation of the LCP</li> <li>➤ Discuss other important matters</li> </ul>																													
III.	DATE OF IMPLEMENTATION	May 4, 2021(Tuesday)																													
IV.	VENUE	Caridad Azres Elementary School, Nagtupacan, Lagangilang, Abra																													
V.	PARTICIPANTS	<ul style="list-style-type: none"> <li>➤ 23 School Heads</li> <li>➤ 5 Administrative Assistant</li> <li>➤ 2 Education Program Supervisors</li> </ul>																													
VI.	BUDGETARY REQUIREMENTS	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Unit</th> <th>Price/ Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Travel Expenses</td> <td>➤ Fare</td> <td></td> <td></td> </tr> <tr> <td>➤ Lunch</td> <td></td> <td></td> </tr> </tbody> </table> <p>(All expenses incurred related to the conduct of the activity will be charged against local funds/ school MOOE subject top the usual COA rules and regulation)</p>			Particulars	Unit	Price/ Unit	Total	Travel Expenses	➤ Fare			➤ Lunch																		
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Prepared by:

**BHENJO P. AGALOOS**

Education Program Supervisor for Science  
LALABALICMA District In-charge

Recommending Approval:

**HEDWIG M. BELMES**

Chief ES, Curriculum Implementation Division

Approved by:

**SORAYA T. FACULO, Ph.d.**

Assistant Schools Division Superintendent



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