
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-OF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: SDO Angeles City

November 14, 2019

DIVISION MEMORANDUM

No. 451, s. 2019


REITERATION OF SUBMISSION OF FORM 48 (Daily Time Record) OF THE SCHOOL HEADS

To : All School Heads

1. Pursuant to Memorandum Circular No. 3, s. 2016 of the second paragraph,

WHEREAS, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292, s. 1997 (Omnibus Rules) states that each head of the department or agency shall require all officers and employees under him to strictly observe the prescribed office hour through a daily time record of attendance of all officials and employees under him. Including those serving in the field or on the water, all School Heads are required to submit their Form 48/Daily Time Record in this office using the generated report from the Biometrics every first week of the month effective immediately.

2. Failure to comply to submit Form 48 shall be ground for disciplinary action.
3. For information and strict compliance of all concerned.


MA. IRELYN P. TAMAYO, Ph. D., CESE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

dccd/adaVI/AOV

"SMILES BRIGHT, SERVES RIGHT"