



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

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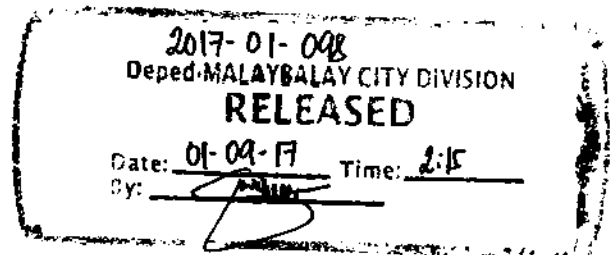


DIVISION MEMORANDUM

No. 011, s. 2017

**To: Chief Education Supervisors and staff, CID and SGOD
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned**

From: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



Date: January 9, 2017

**Subject: Reiterating Instruction of Authorized Official to Validate the Daily
Time Record and Signify the Immediate Supervisor of the Form 6.**

For information and guidance of all concerned, this Office hereby reiterates the instruction for the Public Schools District Supervisor (PSDS) as the authorized official to validate and sign the attendance of both the elementary and secondary schools as reflected in the Daily Time Record (DTR). Moreover, the PSDS are also authorized to sign the immediate supervisor in the Form 6 (Application for Leave) for both elementary and secondary school heads only. Meanwhile the elementary and secondary school heads shall continue to sign the Form 6 as the immediate supervisor of the teaching and non-teaching staff under supervision.

DTR submitted without signature of the PSDS shall be returned without action.

For compliance.

Copy furnished:
Records Unit