



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

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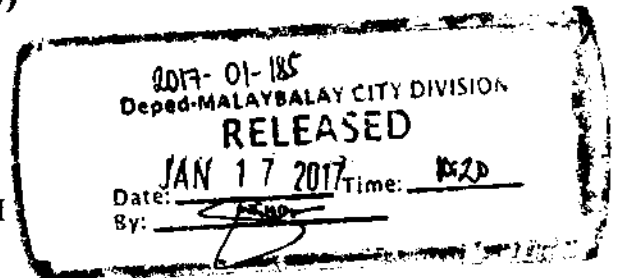


DIVISION MEMORANDUM

No. 024 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 17, 2017

RE: 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 the attendance of both the elementary and secondary school heads as reflected in the Daily Time Record (DTR). Moreover, the PSDS are also authorized to sign as the immediate supervisor in the Form 6 (Application for Leave) for both elementary and secondary school heads only.

Further, this Office informs that the DTR submitted without signature of the PSDS shall be returned without action.

For compliance.

Copy furnished:
Records Unit

TO BE POSTED IN THE DIVISION WEBSITE