



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM - 2023-09-397
DEPED MALAYBALAY CITY DIVISION
RELEASED
SEP 21 2023
DATE: _____ Time: 4:05
By: *[Signature]*

DIVISION MEMORANDUM

No. 397, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program and Public Schools District Supervisors
All School Heads
All Others Concerned
This Division

From: *[Signature]*
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Date: September 21, 2023

Subject: **SUBMISSION OF MONTHLY DAILY TIME RECORDS FOR SCHOOL HEADS AND SCHOOL PERSONNEL**

1. In accordance with **RA 9155**, also known as the **Governance of Basic Education Act of 2001**, Section 5 D.1, which emphasizes the provision of professional and instructional guidance and support to school heads, teachers/facilitators, and learning centers within the district or cluster, and to ensure the efficient functioning of our educational institutions and the **MATATAG Agenda** on Giving support to teachers to teach better. this Office, wish to communicate the new procedure for monthly **Daily Time Record (DTR)** submissions for teachers, school heads, and school non-teaching personnel through the **Public Schools District Supervisors (PSDS)** within the respective School Districts.

2. In our unwavering commitment to promote accountability within our esteemed school community, it remains imperative for **school heads** to retain their roles as authorized signatories for both teachers' and school non-teaching personnel's **Daily Time Records (DTRs)**. Following the meticulous consolidation and reconciliation of these records, overseen by the designated Form 7 personnel and ready for oral reading, it is the responsibility of school heads to submit the compiled DTR to the **district supervisors**. Subsequently, *district supervisors will be tasked with submitting these records to the Division Office within the stipulated timeframe each month.* Moreover, it is a mandated requirement that **Public Schools District Supervisors** act as signatories for the DTRs of school heads and Form 6.

3. To fortify transparency and effective communication, school heads are expected to maintain ongoing contact with district supervisors, sharing updates about *their weekly activities through diverse communication channels such as phone calls, messaging apps, and alternative means*, especially when their presence is required outside of the school or



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

district. In addition to these measures, **school heads** must consistently *submit a monthly accomplishment report and locator slip* as supporting documents accompanying the DTR. These documents provide valuable insights into their contributions and whereabouts, further bolstering the culture of accountability within our educational system.

4. For inquiries, please contact **Guia Ma Villahermosa**, Administrative Officer IV-*Personnel*. Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
Records Unit
psds/vg



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0080