



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 19, 2025

**Division Memorandum**

No. 0084, s. 2025

**REITERATION ON THE PROMPT SUBMISSION OF DAILY TIME RECORDS (CSC FORM 48) WITH ITS SUPPORTING ATTACHMENTS AND SUBMISSION OF SCANNED COPIES OF THE SAID SET OF DOCUMENTS**

To: **ALL TEACHING, RELATED-TEACHING AND NON-TEACHING PERSONNEL**

1. To improve our efficiency in the preparation of salaries and benefits, as well as the prompt submission of our accomplished DTRs to the COA, this Office hereby reiterates its directive to observe prompt submission of daily time records (CSC Form 48) with its supporting attachments **on or before the 5<sup>th</sup> day of the following month.**
2. Further, it is also mandated that the scanned copies of the said documents be uploaded to your respective drive folders through this link within the set deadline: <https://tinyurl.com/DTR-SCANFILE>
3. Furthermore, please be reminded that the Certificate of Appearance, Authority to Travel, Approved Leave (Form 6), Clearances, Medical Certificates, Locator's Slip, as the case may be, are mandatory attachments to the DTRs.
4. All Division Heads/Section Heads/School Heads are enjoined to closely monitor the submission of the said documents of all personnel under their division/section/school.
5. Failure to submit the same on the set deadline will prompt this Office the withholding of your salary and benefits, and make the appropriate disciplinary measures pursuant to our existing relevant agency and civil service policies.
6. For strictest compliance.

  
**JINKY B. FIRMAN, Ph.D, CESO VI**  
Schools Division Superintendent

**RELEASED**

**MAR 20 2025**

Enclosed: as stated  
OSDS/admin/gir

RECORDS SECTION SDO PANABO CITY  
BY 



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