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Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 033, s. 2025

JAN 14 2025

TO: Assistant Schools Division Superintendent
Elementary and Secondary School Heads
(School-Based) Administrative Officers II and Administrative Assistants II
All others concerned

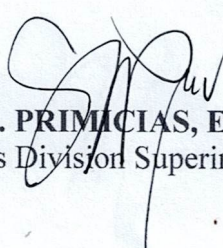
FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **SUBMISSION OF THE DAILY TIME RECORD(DTR) OF
TEACHER I-SUBSTITUTE**

Date: **January 10, 2025**

PARTICULARS

1. This is to remind the on-time submission of Form 48, Daily Time Record (DTR), of Teacher I-Substitute on the **first (1st) working day of the following month.**
2. Please be guided that upon submission to this office thru the Records Unit, the DTR is considered checked and reviewed by the concerned personnel and approved by the direct superiors after affixing their signatures.
2. For information, dissemination and strict compliance.


SHEILA MARIE A. PRIMICIAS, EDD, CESO VI
OIC-Schools Division Superintendent



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

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