



December 09, 2015

Division Memorandum
No. 851, s. 2015

REQUIREMENTS FOR THE SUBMISSION OF DAILY TIME RECORD

TO : All School Heads of Elementary & Secondary Schools
All District Supervisors, In-Charge, Caretaker

1. For the information and guidance of all concerned, upon signing for approval of your DTR starting December 2015, kindly attach the following documents:
 - a. Monthly Accomplishment Report (see template attached)
 - b. Appearance
 - c. Travel Order
2. Said documents will also be filed by this office as reference during the Performance Evaluation (RPMS).
3. It is advised then that when transacting with other department / schools / district, please secure certificate of appearance.
4. When availing leave, attach Form 6 and specify if Vacation or Sick Leave.
5. Immediate and wide dissemination of this Memorandum is desired.


RHEA MARIA ANGTUD, ED. D., CESO VI
Schools Division Superintendent



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas

DIVISION OF CEBU PROVINCE
 IPHO Bldg., Sudlon, Lahug, Cebu City



District: _____

MONTHLY ACCOMPLISHMENT REPORT

For the Month of _____ Year: _____

Name of Employee: _____ School/District: _____

Date	Place / Place Visited	Activities Done	Remarks
1 ↓ ↓ ↓			
31			

Employee Signature _____

Noted : _____
 Immediate Superior