



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



February 8, 2018

DIVISION MEMORANDUM

No. 112, s. 2018

ATTENDANCE SUMMARY SHEET

TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators/ SEPS/ EPS2
Public Schools District Supervisors (PSDSs)/District Caretakers/OICs
Heads/Teachers of Elementary and Secondary Schools
All Others Concerned

1. Please be reminded of the submission of the "SUMMARY SHEET of MONTHLY ATTENDANCE (DTR)" starting January 2018 onward.
2. Submission of DTR and accomplishment report shall be accompanied with Summary Sheet as discussed during the EXECON last January 31 and February 1, 2018 at the Pavillon, Ecotech Center, Lahug, Cebu City.
3. In line with this, please see attached format/ template for the Attendance Summary Sheet.
4. For information, dissemination and strict compliance of all concerned.


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



Republic of the Philippines
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ATTENDANCE SUMMARY SHEET FOR THE MONTH OF _____, 2018

DISTRICT: _____

| NAME of SCHOOL HEAD | SCHOOL | No. of DAYS ABSENT | No. of UNDERTIME | No. of TARDINESS | No. of LOAFING |
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Submitted by: _____

PSDS _____