



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 17, 2022

DIVISION MEMORANDUM

No. 45 s. 2022


**REITERATION OF GUIDELINES FOR THE SUBMISSION OF PERSONNEL AND
RECORDS RELATED DOCUMENTS**

To: Chief Education Supervisors
Education Program Supervisors
Public and Private School Heads
Schools and Division Non-Teaching Personnel
All Other Concerned

1. In view of the increasing number of Covid-19 cases, this office reiterates the Division Memorandum No. 110 s. 2020 sec. 4 entitled "Paperless Transactions in the Division Office" which states that all transactions that require physical presence in the Schools Division Office shall follow the recommended schedule:

Monday – South Cluster
Tuesday – North Cluster
Wednesday – West Cluster
Thursday – East Cluster
Friday – Secondary Schools/ Private Schools

2. Submission of CSC Form No. 48 (Daily Time Record) of all DepEd employees is on or before every 5th of the following month.
3. In accordance with the Civil Service Commission Omnibus Rules on Leave sec. 53 Application for sick leave, all application for sick leave of absence shall be filed immediately upon employee's return from such leave. Thus, this office discouraged the late submission of leave forms.
4. Immediate dissemination and strict compliance of this memorandum is desired


DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Schools Division Superintendent

hrmo/jabn

