



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VIII
DIVISION OF CATBALOGAN CITY



DIVISION MEMORANDUM:

No. 370, s. 2018

TO : All Division Office Personnel
 District Supervisors
 Elementary / Secondary School Heads
 All Others Concerned

FROM : *[Signature]*
CARMELINO P. BERNADAS, Ph. D., CESO VI
 OIC- Schools Division Superintendent

SUBJECT : **REVISED SIGNING AUTHORITIES FOR DTR (Form 48), ACCOMPLISHMENT REPORT AND LEAVE APPLICATION (Form 6); SUBMISSION OF FORM 7.**

DATE : **September 20, 2018**

For purposes of establishing a system that shall facilitate the efficient delivery of basic education services to all the clients in this schools division, listed below are the Revised Signing Authorities for DTR (Form 48), Accomplishment Report and Leave Application (Form 6); Submission of Form 7, to wit:

Form 48 and Daily Accomplishment Report

PERSONNEL / EMPLOYEE CONCERNED	COUNTERSIGNATURE / RECOMMENDING APPROVAL	APPROVAL
Teacher	Dept. Head/Grade Chairman (if applicable)	School Head
School Head	District Supervisor	ASDS
Public Schools District Supervisors	Chief, CID	ASDS
CID and SGOD Chief	Directly to ASDS for APPROVAL	
CID Personnel	Directly to Chief, CID for APPROVAL	
Legal Services/ICT Services/GAS/Accounting/Budget Unit Heads	Directly to ASDS for APPROVAL	
Section Chiefs	Directly to Next Higher Supervisor for APPROVAL	
Unit/Section Support Staff Personnel	Immediate Supervisor	Next Higher Supervisor
ALS Mobile Teachers/Abot-Alam Volunteers	EPS (ALS Program Handler)	Chief, CID
Division Level • J.O. Personnel	Unit Head	AOV (GAS)
School Level • Non-teaching Personnel • Contractual Personnel • J.O. Personnel	Head of Administrative Unit (if applicable)	School Head

PERSONNEL/EMPLOYEE CONCERNED	UP TO 15 CALENDAR DAYS		MORE THAN 15 CALENDAR DAYS TO (1) ONE YEAR	
	Recommending Approval	Approval	Recommending Approval	Approval
Teacher	School Head	ASDS	ASDS	SDS
School Head	Chief, CID	ASDS	ASDS	SDS
Public Schools District Supervisors	Chief, CID	SDS	ASDS	SDS
CID and SGOD Chief	ASDS	SDS	ASDS	SDS
CID Personnel	Chief, CID	ASDS	ASDS	SDS
Legal Services/ICT Services/GAS/Accounting/Budget Unit Heads	ASDS	SDS	ASDS	SDS
ALS Mobile Teachers/Abot-Alam Volunteers	EPS (ALS Program Handler)	Chief, CID	ASDS	SDS
Section Chiefs (under GAS)	AOV (GAS)	ASDS	ASDS	SDS
Unit/Section Support Staff Personnel	Immediate Supervisor	Next Higher Supervisor	ASDS	SDS
School Level (Fiscally Autonomous/Implementing Units) • Non-Teaching Personnel	Head of Administrative Unit	School Head	School Head	SDS
School Level (Non-implementing Units/Non-fiscally Autonomous) • Non-Teaching Personnel	School Head / Head of Administrative Unit (if applicable)	AOV (GAS)	ASDS	SDS

All leave application must conform to the prescribe form, which shall be submitted at least **(5) days** before the intended leave of absence, except on sick leave which may be filed immediately upon return to work, but in no case shall be more than **3 days** therefrom.

All leave application except fiscally autonomous school / implementing units shall be forwarded to the **Human Resource Management Officer (HRMO)**, through the **Records Unit**, for certification on the existence/non-existence of leave credits, and shall be signed by the appropriate recommending authority and for eventual submission to approving authority, for appropriate action.

Submission of consolidated **Form 7** by the Public School District Supervisor or his/her authorized representative **shall be made on the 1st week of the ensuing month**. In that connection, all School Heads are enjoined to submit the approved Form 48 to the District Office for consolidation/annotation on the Form 7.

"NO DTR" remarks in Form 7 shall be considered as no services rendered; personnel who incurred a whole month absence shall be automatically inactivated in the employment status for the next payroll preparation.

Recommending Approval/Approval of **Form 48** shall be accompanied by an Approved Daily/Monthly Accomplishment Report.

It should be stressed that leave application with the intent to Travel Abroad is subject to the restrictions imposed under **DepEd Memo 98, s. 2007** (*Clarification on the Guidelines in Requesting Authority to Travel Abroad*).

Immediate dissemination and strict compliance is hereby enjoined.

Enclosure: None

References: DepEd Memorandum No. 98, s. 2007

Regional Memorandum No. 320, s. 2015

To be indicated in the Perpetual Index under the following subjects:

Form 7/Form 48

Daily Accomplishment Report

Signing Authorities

Policies

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