



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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September 3, 2018  
DIVISION OF CITY SCHOOLS  
MARIKINA

RELEASED  
SEP 04 2018  
RECORDS UNIT

§ 2:41

**DIVISION MEMORANDUM**

No. 211 s. 2018

**SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD)  
OF NEWLY-HIRED AND PROVISIONAL TEACHERS**

**To:** Chief Education Supervisors – CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Unit/Section Heads  
Public Schools  
All Concerned

1. All School Heads are hereby enjoined to submit duly accomplished and signed Form 48 (Daily Time Record) of their newly-hired and on provisional status teaching and non-teaching personnel, every 11th of the month (cut-off is 10th), in order to meet the date for mandatory remittances particularly Philhealth, Pag-Ibig and GSIS..
2. **In addition, any manual entries shall be initialed by the School Head and supported by documents such as photocopy of logbook or certificates of Appearance/Attendance, etc, whichever applies.**
3. Said documents shall be submitted directly to Ms. Renalyn Villaros of HRMO, this Office.
4. Immediate and wide dissemination of this memorandum is strongly desired.

  
**SHERYLL T. GAYOLA**

Officer In-Charge  
Office of the Schools Division Superintendent