January 14, 2019

MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Secondary School Heads
Public Schools

Please be advised that the division office will be holding an orientation on the use and implementation of the Centralized Daily Time Record System on January 18, 2018, 8:30am onwards at the Division AVR.

Participants to this activity are the following:

1. School ICT Coordinators
2. Teacher in-charge of personnel matters and DTR

Attendance is a must, strictly no proxies.

For your information and guidance.

JOEL T. TORRECAMBO
Officer-In-Charge
Office of the Schools Division Superintendent