



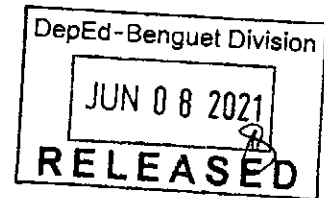
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

June 1, 2021

**DIVISION MEMORANDUM**

No. 203 s. 2021

**TO:** Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors and Coordinating Principals,  
 Public Elementary and Secondary School Heads,  
 All Others Concerned



**Signing Authorities for Form 48, Individual Daily Log and Accomplishment Report (IDLAR), Alternative Work Arrangements (AWA), and Schools Operating Budget (SOB) and Setting of a DTR Day per District**

1. This is to inform our Public Schools District Supervisors (PSDS) and Coordinating Principals (CP), school heads and teaching and non-teaching school-based personnel of the signatories for certain documents effective June 2021 to wit:

Documents	Personnel	Signatory
a) Form 48 b) Individual Daily Log and Accomplishment Report (IDLAR) c) Alternative Work Arrangements (AWA)	School Head	<b>Chief Education Supervisor (CES)- Schools Governance and Operations Division (SGOD)</b>
d) Schools Operating Budget (SOB)	Teachers and non-teaching school-based personnel	<b>School Head</b>

2. To facilitate prompt submission of Form 48, each District shall designate the **2<sup>nd</sup> day of the month as DTR Day** for all school heads to submit the DTRs per school at the District Office for consolidation and submission to the SDO on or before the **5<sup>th</sup> day of the ensuing month.**
3. For guidance and dissemination.

**GLORIA B. BUYA-AO**  
 Schools Division Superintendent