

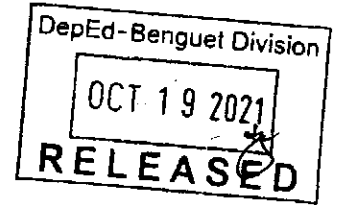


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET

October 18, 2021

DIVISION MEMORANDUM

No. 485 s. 2021



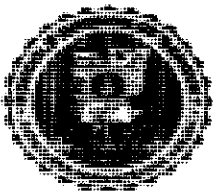
TO: Public Schools District Supervisors/District Coordinating Principal
 Public Elementary and Secondary School Heads
 SDO Personnel
 School Based Non-Teaching Personnel

SUBJECT: REITERATION ON THE SUBMISSION OF DAILY TIME RECORD AS PER DIVISION MEMO 203 s. 2021 and SUBMISSION OF DTR OF SCHOOLS ENTITLED TO SPECIAL HARDSHIP ALLOWANCE (SHA).

1. This is to reiterate that DTRs as per Division Memo 203 s. 2021 shall be consolidated by district and submit the same at the division office on or before the 5th day of the ensuing month.
2. This is to further inform schools entitled to Special Hardship Allowance (SHA) to submit 3 sets (1 set for division office copy; 2 sets for SHA) of duly accomplished DTR with attachment if applicable, the same shall be submitted to the district office thru the School Head for consolidation.
3. Prior to the submission of DTRs to the Admin Office-Personnel Section, it is construed to mean that DTR was thoroughly reviewed by the concerned teaching and non-teaching personnel and immediate supervisors hence, affixing their signatures.
4. Other information stipulated in Division Memo 203 s.2021 are in place.
5. For information and strict compliance.

Gloria B. Buya-Ao
GLORIA B. BUYA-AO

Schools Division Superintendent



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