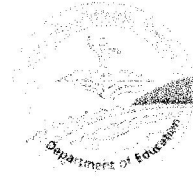




Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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October 3, 2017

DIVISION MEMORANDUM  
No. 626, 2017

**SUBMISSION OF CITY PAID (UTILITY WORKERS) JOB ORDERS DAILY TIME RECORDS (DTRs)**

To: ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. Please remind your City Paid (Utility Workers) Job Order employees charged to Special Education Fund (SEF) that the deadline for submission of the duly accomplished Daily Time Records (DTRs) and Accomplishment Report will be done **every last working day of the month** to the Schools Division Superintendent's (SDS) Office, thru Miss Monelle Ruiz to avoid delay of salary.
2. For information, guidance and compliance.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 