



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**



Angeles City  
Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322 – 4702 / Fax No.: (045) 887 - 6098

**RELEASED**

APR 25 2018

By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

DIVISION MEMORANDUM  
NO. 171 S. 2018

To: All School Heads Concerned

From: Office of the Schools Division Superintendent

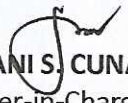
Subject: Submission of Written Explanation for Failure to Submit Form 48/Daily Time Record

Date: April 24, 2018

Despite the issuance of an unnumbered Memorandum dated December 21, 2018 reiterating the submission of Form 48 or Daily Time Record using the generated report from the Biometrics every first week of the month which took effect last January 2018, it has been observed that a number of school heads have not complied with this.

**Section 2 of Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292** states that *“Each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, registered on the Bundy clock.”*

For failure to comply, the following school heads on the attached list are required to submit a **WRITTEN EXPLANATION** within 72 hours.

  
**LEILANI S. CUNANAN, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



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Angeles City



Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322-4104; 888-0582; 322-4702 / Fax Nos. (045) 887-6099

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The following School Heads listed below have not been submitted their Daily Time Record (DTR) for the month of March 2018;

1. Elvira Guina
2. Ofelia Canlas
3. Lutgarda De Jesus
4. Helen Cahulogan
5. Ariel Tayag
6. Jennifer Quiazon
7. Enrique Capulong
8. Neneth Tuazon
9. Niño Arceo
10. Victoria Torres
11. Ericson Cabrera
12. Alan Nacu
13. Nenita Jorquia
14. Vilma Liao
15. Frederick Simbulan
16. Maria Carolina Viray
17. Helen Juguilon
18. Alfredo Manlapaz Jr.
19. Esperanza Nabong
20. Joel Masangkay
21. Allan Traquiña
22. Richard Ayson
23. Rowena khoo
24. Fernanda Camaya
25. Jayson Guzman
26. Melody Velasco
27. Edweneto Bongo
28. Maria Tara Clemente
29. Almira Mendoza
30. Laura Paras
31. Emelita Gomez
32. Rita Dalusung
33. Williamson Canlas
34. Ariel Perez
35. Jennifer Santos
36. Edna Tongol
37. Nerissa Valdez
38. Hilda Garcia
39. Walter Estabillo
40. Hermes Vargas
41. Estrelita Lecaros

42. Zenaida Quiambao
43. Imelda Gozun
44. Elmer Dayrit
45. Cazarina David
46. Agustina Almachar
47. Priscilla Cabuquit





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The following School Heads listed below have not been submitted their Daily Time Record (DTR) for the month of February 2018;

1. Elvira Guina
2. Ofelia Canlas
3. Lutgarda De Jesus
4. Helen Cahulogan
5. Jennifer Quiazon
6. Enrique Capulong
7. Niño Arceo
8. Victoria Torres
9. Alan Nacu
10. Nenita Jorquia
11. Vilma Liao
12. Frederick Simbulan
13. Alfredo Manlapaz Jr.
14. Esperanza Nabong
15. Joel Masangkay
16. Allan Traquiña
17. Richard Ayson
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23. Laura Paras
24. Emelita Gomez
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27. Jennifer Santos
28. Edna Tongol
29. Nerissa Valdez
30. Hilda Garcia
31. Walter Estabillo
32. Hermes Vargas
33. Zenaida Quiambao
34. Imelda Gozun
35. Elmer Dayrit
36. Agustina Almachar
37. Leonora Agustin
38. Priscilla Cabuquit