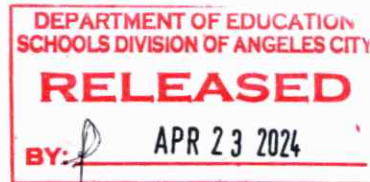




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY



23 Apr 2024

DIVISION MEMORANDUM

No. 166, s. 2024

ADDENDUM TO DIVISION MEMORANDUM NO. 153 S. 2024, "SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD) AND OTHER PERTINENT DOCUMENTS FOR PAYMENT OF SALARIES AND WAGES"

To: Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. Please be informed of the Addendum to the DM No. 153 s. 2024, titled "Submission of CSC Form 48 (Daily Time Record) and other Pertinent Documents for Payment of Salaries and Wages"

2. Required attachment to the DTR:

For suspension of Face to Face Classes/ Alternative Modes of Instruction	<ul style="list-style-type: none"> • Copy of the duly signed online attendance • Approved Accomplishment Report
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3. Per Sec. 50, Rule XVI, CSC MC No. 41, s. 1998 dated December 24, 1998 provides that "An official/employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence. It is understood, however, that his/her absence shall no longer be deducted from his/her accumulated leave credits, if there are any".

4. Please see attached template for the summary of absences, tardiness and undertime.

5. The rest of the provisions stipulated in the division memorandum no. 153 s. 2024 remain enforced.

6. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.

ENGR. EDGARD C. DOMINGO PhD CESO V
 Schools Division Superintendent



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Encl.: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

DAILY TIME RECORD ATTENDANCE SALARY PAYROLL

MCS/AOV/April 23, 2024



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