



Republic of the Philippines  
Department of Education  
Region X

**DIVISION OF EL SALVADOR CITY**

Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475/ Mobile No: +639199942421  
Email address: elsalvador.city@deped.gov.ph  
Website: www.depedelsalvadorcity.net



**OFFICE MEMORANDUM**

No. 253, s. 2017

To: **DIVISION OFFICE PERSONNEL**  
**This Division**

From: **ALLAN G. FARNAZO, PhD, CESO IV**  
**Regional Director IV, Concurrent SDS**

Subject: **Authorized Signatory for the DTR**

Date: **August 30, 2017**



1. All division Office Personnel are hereby informed that effective today, the Head of Office, Dir. Allan G. Farnazo will be the one to sign all Daily Time Record (DTR) of all the Division Office Personnel.
2. Immediate dissemination of this Memorandum is enjoined.