



DIVISION MEMORANDUM

No. 350, s. 2018

To: PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent

Subject: Tracking Attendance of Division Office Personnel thru Division Website

Date: November 05, 2018

1. This is to inform the field that employees who wish to visit the Division Office to transact with a specific Division Office Personnel may now check thru the website if the personnel is present at the Division Office before visiting the Office.

Step 1: Click **About** menu and **Daily Attendance of Employees** sub-menu

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama

Step 2: At the bottom, click the area where the Division Office Personnel you wish to transact with is located: a) 1st Floor, b) 2nd Floor or c) Outside the Division Office Building (Supply Office and Library Hub)

depedelsalvadorcity.net/daily-attendance-of-employees/

PDF files - 2017 Om Forms EMPLOYEE NUMBER Online Request for C Online Request for U Feedback Form - Go To-do list

HOME ABOUT ISSUANCES CAREER OPPORTUNITIES CALENDAR OF EVENTS TRANSPARENCY DOWNLOADABLE FORMS ONLINE REQUEST LOGIN

Daily Attendance of Employees

DAILY Attendance of SDO Employees

RESTROOM (FEMALE)	ALIENA S. DAJAY ASCD	MARTINEZ Admin Officer V	D. LABAI SDS Sec'd
	ASD'S OFFICE	ADMIN OFFICE	OFFICE
* hallway *			
ACCOUNTING & BUDGET OFFICE		FRONT DESK	
STEPHANIE P. SALIGUMBA Budget Officer	SHEILA MAE B. ACERO Sr. Bookkeeper for P/A Audit (All Schools)	FEB JOVELYN A. DADANG Receiving Clerk	PAMELA M. PATES Receiving Clerk & LDU Transactions
ELEONOR M. REMONSADA Budget Clerk	CLARK AIRON G. GABULE Bookkeeper for Kibaraon ES, Makujan ES & Taya ES	DOCUMENTS FOR PICK UP BY SCHOOLS	
MARICEL B. JANGAO Accountant	HONEY LUZA SABUERO Bookkeeper for Building ES, El Salvador City CS & Hemojal ES		
JICEVEL V. BADOLES Sr. Bookkeeper for Cagan ES, Sambulawan ES & Sinalco ES	MARY ROSE B. PAISANO Bookkeeper for PDB ES, STDA ES & Usatman ES	FRONT DOOR	
CHERRY LOU D. ASEQUIA Sr. Bookkeeper for Tax, Provident, Voucher & P/A Audit of Enrollment	ROTHELLEE L. SABURNIDO Sr. Bookkeeper for Cagan ES, Sambulawan ES & Sinalco ES		
	QUENNIE L. ARRIEGADO Bookkeeper for Ampara ES, Hingolcan ES & Kabinabayan ES		
	RIZAN L. SARDANE Cashier		

1st Floor 2nd Floor Outside the Div. Office Building

JE SNAR DEMS S. TORRES, Ph.D., CESE
OIC - Schools Division Superintendent

VISION
We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.
As a learner-oriented public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION
To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:
Students learn in a child-friendly, gender-sensitive, safe and motivating environment.
Teachers facilitate learning and constantly nurture every learner.
Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

- Unit Heads of the Division Office are expected to inform the Personnel Office thru these mobile numbers 0956 654 1822 and/or 0935 651 9761, the list of employee/s under his/her supervision who will not be present during the day and the reason behind (leave of absence or official business) on or before 8:10 AM every day. This is to ensure that what is reflected in the website is already updated by 8:15 AM, every day.
- For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama