



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY


16 Aug 2023

DIVISION MEMORANDUM  
No. 343, s. 2023

**REITERATION OF DIVISION MEMORANDUM NO. 213, S. 2023 ON THE  
SUBMISSION OF DAILY TIME RECORDS (DTR) AND MONTHLY REPORT OF  
ABSENCES AND UNDERTIME (MRAU)**

To: **Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Section Heads  
All Public Elementary & Secondary School Heads  
All Others Concerned  
This Division**

1. It has been observed that the submitted DTRs from the field has not yet followed the new signatories stated in Division Memorandum No. 213, s. 2023. This is to reiterate Section 3 of the mentioned Division Memorandum:  
  
*“3. The Daily Time Records of School heads and school in-charge will be verified by the Assistant Schools Division Superintendent, Conniebel C. Nistal, who’s name should be HANDWRITTEN at the bottom of their respective DTRs.”*
2. Also, this memo would like to remind the field that MRAUs should be signed ONLY by the School Head. Names of some Division personnel need not be reflected.
3. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. Immediate dissemination and compliance of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:  
EMPLOYEES                      REPORTS                      ATTENDANCE



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