



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac

RELEASED
 Division of Catanduanes
DepEd FEB 02 2017
 Department of Education
 Initial/Signature: *[Signature]*

MEMORANDUM TO:

Secondary School Principals with Senior High School Teachers and Employees

FROM : *[Signature]*
 SOCORRO V. DELA ROSA, CESOVI
 Schools Division Superintendent

SUBJECT : Submission of Form 48 (DTR) and Form 6 (Application for Leave)

DATE : January 27, 2017

This office requests the School Heads with Senior High School Teachers and employees to submit to the Personnel Section copies of Form 48 and Form 6 of their Senior High School Teachers and non-teaching employees to be recorded in their ledger card and Form 7 of their absences.

Below is the sample of transmittal to be submitted at the end of the month, to wit:

May we submit the Form 48 and Form 6 of the following teachers and non-teaching personnel of _____ for the month of _____, to wit:

No.	Name of Employees	Absences	Remarks
			VL, SL, FL or SPL

For information, guidance and compliance.