



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083

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1/18/19
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for sir carlo

January 18, 2019

DIVISION MEMORANDUM
NO. 203, s. 2019

REPEAL OF THE DIVISION MEMORANDUM NO. 203 S. 2018
ENTITLED "GUIDELINES ON THE NEW PROCEDURE OF
ATTENDANCE MONITORING OF DIVISION PERSONNEL"

To: OIC, Assistant Schools Division Superintendent
OIC, Office of the ASDS
Chief, Curriculum and Implementation Division
OIC, Office of SGOD Chief
All Division Unit and Section Heads
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Unit and Section Heads
All Division Personnel
All Concerned

1. In lieu of the Division's desire to strengthen District Leadership, a number of changes has been implemented. One of these is to assign fulltime District-based division personnel such as Medical Officers, Dentists, Nurses, and Dental Aides at various municipalities/cities of Cavite.

2. This division repeals the Division Memorandum No. 203 s. 2018 and will monitor the attendance of the abovementioned personnel including the assigned Education Program, Supervisors (EPS) and Public School District Supervisors (PSDS) as follows:

- a. All District-based personnel, PSDSs and EPSs must be enrolled in schools' Biometrics under their respective assigned districts;
- b. Schools thru the Biometrics Officer-in-charge, will generate the monthly attendance report of the District-based personnel and will be submitted to the district for consolidation purposes.
- c. In case that the school has no Biometrics yet, a logbook must be provided and will likewise submit a consolidated monthly attendance report as well as the scanned copy of daily logs as attachment;
- d. After validation and consolidation of attendance logs, consolidated monthly report will be submitted to the office of the Division HRMO.

3. For strict compliance.


CHERRYLOU D. REPIA
Schools Division Superintendent



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