



Republic of the Philippines
Department of Education
 REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 01, 2023

DIVISION MEMORANDUM
 NO. 40, s. 2023

To: Assistant Schools Division Superintendents
 Chief, Schools Governance and Operations Division
 School Health and Nutrition Section Personnel
 All Other Concerned





OFFICIAL LOGSHEET OF MEDICAL AND DENTAL PERSONNEL

1. Consistent with the Department of Education and Civil Service Commission's policies and guidelines related to monitoring of employee's attendance, this office announces the use of official log sheet by medical and dental personnel during provision of health and other services to their designated districts and/or schools.
2. The log sheet shall be accomplished during every visit to districts/schools and must include information such as date, place/school to be visited, purpose of the visit, time in, time out, name and signature of authorized personnel that shall verify the visit. Attached is the sample log sheet (*Annex A*).
3. The said log sheet shall serve as an alternative way of monitoring attendance of the medical and dental personnel. They were still required to log in on the official log sheet/log book or other means of attendance the districts or schools requires. Monitoring of the medical and dental log sheet shall be monitored by their immediate supervisor every last Friday of the month.
4. Immediate dissemination of this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

FTG/NOM No. 40 s. 2023
 BU-3819///2023



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

