



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

October 11, 2023

**DIVISION MEMORANDUM**

NO. 605, s. 2023

**AUTHORIZING PUBLIC SCHOOLS DISTRICT SUPERVISORS TO CHECK  
THE ATTENDANCE OF SCHOOL HEADS (ELEMENTARY AND SECONDARY)  
AND INITIAL THEIR MONTHLY DAILY TIME RECORD**

To: Chief Education Supervisors, SGOD and CID  
Public Schools District Supervisors and Districts-In-Charge  
Public Elementary/Secondary School Heads  
All Others Concerned  
This Division

1. Pursuant to Republic Act No. 9155, titled "An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for other Purposes," Section 7 outlines the powers, duties, and functions under the schools district level. One of the responsibilities of the Schools District Supervisor, as stated in this section, is to perform such other functions as may be assigned by proper authorities.
2. In light of this mandate and with the aim of ensuring efficient and accountable school administration, this Office hereby authorizes and requires all Public Schools District Supervisors to check the attendance of school heads, both in elementary and secondary schools, within their respective districts.

Specifically, you are tasked with the following:

- a. Regularly monitor the attendance of school heads in your district.
  - b. Verify the accuracy of their Daily Time Record (DTR).
  - c. Initial the DTR as confirmation of attendance verification.
3. Wide dissemination of this Memorandum is enjoined.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 

OSDS/ELO/egd/jlsr



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)