



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
Tel Nos.: (088) 856-4454, (08822) 72-46-15
Fax No.: (088) 856-4524 e-mail:

DepED

June 27, 2016

MEMORANDUM TO :

All Public Schools District Supervisors
All Secondary Schools Principals/Administrators
All Elementary Schools Principals/Administrators
This Division

Please be informed that effective August 1, 2016, submission of the Daily Time Records (Form 48) is no longer required as an attachment to the Form 7. Instead, the printed copy of the daily attendance done through **Biometrics** shall be the official attachment to the Form 7 to support payment of salary in all schools both elementary & secondary levels in this division duly signed by the employee and approved by the school head.

Please be guided accordingly.

For strict compliance.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent