



Department of Education  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City



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DIVISION MEMORANDUM

No. 108 s, 2013

TO: Public Schools District Supervisor  
Secondary School Heads  
This Division

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

Subject: **Authority to Sign the Form 48 ( DTR ) of All Secondary School Heads**

Date: September 9, 2013

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1. In order to have a more efficient and effective delivery of service in this division, All Public School District Supervisors are hereby directed to monitor the attendance of school heads including the secondary school heads, and sign their Form 48 ( DTR ) prior to submission in the Division Office. .
2. Likewise, All Secondary School Heads are also directed to have their Form 48 ( DTR ) signed by the their respective District Supervisors..
3. For guidance and strict compliance.

DAJ