



September 12, 2017

**UNNUMBERED MEMORANDUM**

**SUBMISSION OF DAILY TIME RECORDS (DTR) AND MONTHLY ACCOMPLISHMENT  
REPORT BY ALL TEACHERS- IN-CHARGE (TIC's) IN THE DIVISION  
DURING SUMMER BEGINNING SUMMER 2016**

To: Assistant Schools Division Superintendents  
Division Chiefs/ EPSs/Div. Coordinators  
PSDSs/District s In-Charge/Caretakers  
School Heads, Teachers (Secondary/Elementary)  
Others Concerned

1. This Office requires all Teachers-In-Charge (TIC's) both in the Elementary and Secondary Schools of this Division to submit Daily Time Record (DTR) and Accomplishment Report during Summer should they wish to avail of the 15-day Service Credits, being designated School Heads in the TIC capacity.
2. Said DTR and Accomplishment Reports shall be submitted to Mrs. Jane Gurra, Education Program Supervisor for verification and Special Order preparation, subject to existing rules and regulations.
3. It is expected then that those who wished to avail of said 15-day Service Credits shall have rendered services during Summer as designated school heads in TIC capacity beginning Summer 2016.
4. For information, dissemination and guidance of all concerned.

  
**RHEA MAR A. ANGTUD, Ed.D, CESO VI**  
Schools Division Superintendent