



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of CEBU PROVINCE

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February 10, 2020

**DIVISION MEMORANDUM**

No. 066, s. 2020

**DAILY ATTENDANCE OF ALL DIVISION MEDICAL AND DENTAL PERSONNEL**

To: Assistant Schools Division Superintendents  
SGOD Chief  
Public Schools District Supervisors/ OICs  
Elementary and Secondary School Heads  
Medical Doctors  
Dentists and Dental Aides  
All Others Concerned

1. To ensure efficient and effective delivery of medical and dental services in all public schools, the attendance of all dentists, dental aides, and nurses shall be monitored by the respective Public Schools District Supervisors while the medical doctors shall be taken care of by the SGOD Chief, Novie Mangubat.
2. Relative to the above mentioned initiative, all medical and dental personnel shall report to their respective school assignments on or before 8:00 a.m. Should their schools require adequate travel time, they are directed to log in at the District Office using the logbook on or before 8:00 a.m. before reporting to the assigned school/schools for the day. They are not required to log in the biometric machine. They are expected to log out at 5:00 p.m. either in school or at the District Office.
3. School heads are required to affix their signature on the health personnel's work program reflecting the actual time of services rendered for the day. Therefore, the health personnel are not required to log in the school through biometric machine or in a logbook



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**Address:** DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** 032-2556405  
**Email Address:** [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph) ; [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)  
**Website:** [www.depedcebuprovince.com](http://www.depedcebuprovince.com)



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4. Daily Time Record of all health personnel for the month shall be accompanied with the following:

- a. 3 –in-1 proforma- Authority to Travel, Work Program, and Accomplishment Report
- b. Photocopy of the logbook entries in the District Office
- c. Biometric print out when reporting to the Division Office
- d. Travel Order and Certificate of Appearance when attending trainings/ seminars/ conferences/ meetings.

5. Daily Time Record of all health personnel starting February 2020 shall be countersigned by the respective Public Schools District Supervisors and SGOD Chief before submitting to the Office for verification by Dr. Cartesa M. Perico, ASDS in charge of SGOD.

6. Wide dissemination and compliance with this Memorandum is enjoined.

  
**MARILYN STANDALES, EdD, CESO V**  
Schools Division Superintendent 



**Address:** DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** 032-2556405  
**Email Address:** [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph) ; [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)  
**Website:** [www.depedcebuprovince.com](http://www.depedcebuprovince.com)