



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
OSDS-2025-0058

TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division Chief  
Schools Governance Operations Division Chief  
All Division Units Head  
All Others Concerned

Subject: SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD) AND  
OTHER RELEVANT DOCUMENTS FOR PAYMENT OF SALARIES  
AND WAGES

Date: March 27, 2025

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1. In view of the recent observation by the Commission on Audit (COA), This Office requires and reminds all employees to observe the regular and on time submission of Daily Time Records (CSC Form 48) with complete supporting documents.
2. Deadline of submission of the complete set of documents to Personnel Section shall be on every 5<sup>th</sup> day of the following month. In case the deadline falls on a weekend or holiday submission would be adjusted to the last working day prior to the 5<sup>th</sup> day of the month. This is to give the Personnel in-charge the time to check the documents submitted and prepare the Form 7, and to ensure submission to Commission on Audit (COA) every 15<sup>th</sup> day of the month.
3. Failure to submit the complete set of documents within the prescribed period would cause deactivation or non-inclusion of the name of the concerned employee in the payroll.





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4. Required attachments shall include the following:

<b>1</b> On Official Business/ Travel	- Locator slip - Authority to Travel - Certificate of Appearance
<b>2</b> On Personal Business/ Travel	- Individual Pass/Employee Slip
<b>3</b> Biometric Malfunction	- Certified photocopy of Attendance Log Sheet
<b>4</b> Leave of Absence	- Approved Application for Leave (CSC Form 6) with medical certificate and clearance if necessary.

5. For guidance and strict compliance.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

