



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 18, 2025

DIVISION MEMORANDUM


No. 47, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 389 S. 2025:
REITERATION ON SUBMISSION OF DAILY TIME RECORD
(DTR) AND REPORT OF SERVICE (FORM 7)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads
District Heads
School Heads (Elementary & Secondary)
All Others Concerned

1. It is hereby informed that in **Division Memorandum No. 389, s. 2025** entitled "*Reiteration on Submission of Daily Time Record (DTR) and Report of Service (Form 7)*", the deadline for submission was stated as the **5th day of the following month**.
2. This should be corrected to read as follows:

 "...the deadline of submission shall be on the **3rd day of the following month**."
3. All other provisions stated in the original memorandum remain in force and effect.
4. Strict compliance with this directive is enjoined.


MARGARITO A. CADA YONA, JR. PhD, CESO VI
Schools Division Superintendent

