

August 11, 2016


DIVISION MEMORANDUM

No. 442, s. 2016

**CLOSE MONITORING OF ATTENDANCE OF FINANCIAL STAFF ASSIGNED
IN THE FIELD**

To: **District Supervisors/OICs**
Secondary School Principals
with Financial Staff

1. You are hereby reminded that the checking and monitoring of attendance and tardiness of financial staff (Bookkeepers and Disbursing Officers) are innate in your authority as Districts Supervisors and Principals.
2. Relative to this, you are hereby directed to submit to the Accounting Section of this Office the Daily Time Records of your financial staff on or before the 10th day of the following month and must be properly reflected in the Form 7 before submission of the same to the Regional Office.
3. It is expected that prudence must be employed in the checking of the entry of the DTR and that connivance in providing false entry therein with the concerned Financial Staff will constrain this Office to take administrative action on both erring DepEd Personnel.
4. For your strict compliance.


RHEA/MAR A. ANGTUD, ED. D.
Schools Division Superintendent

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