



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:
OSDS-PER-UM-10-27-2023/MBL

TO : Public Schools District Supervisors/OIC
Elementary & Secondary School Heads
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT : **ADDENDUM TO UNNUMBERED MEMORANDUM TITLED
ATTENDANCE MONITORING FOR TEACHERS DURING
THE MODULAR DISTANCE LEARNING**

DATE : October 27, 2023

1. With reference to Unnumbered Memorandum (OSDS-PER-UM-10-27-23/MBL) dated October 27, 2023, teachers residing in areas without internet connectivity shall prepare the attached Individual Daily Log and Accomplishment Report to be submitted to the School Head for approval upon their return for on-site work.
2. For information, guidance and compliance.

MBL/UM-Addendum to Unnumbered....
092/October 27, 2023



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INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

(October 31, 2023 and November 3, 2023)

Name of Personnel: _____

School: _____

District: _____

Date and Actual Time logs	Actual Accomplishments
Date: _____ AM Time-in: _____ Time out: _____ PM Time-in: _____ Time out: _____	
Date: _____ AM Time-in: _____ Time out: _____ PM Time-in: _____ Time out: _____	

Submitted by:

Approved by:

Date: _____

School Head
Date: _____