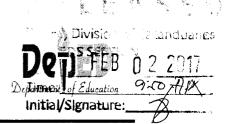


Republic of the Philippines *Department of Education* Region V (Bicol)

DIVISION OF CATANDUANES

Virac



MEMORAN	DUM T	ГО:
		Secondary School Principals with Senior High School Teachers and
		Employees
		mund
FROM	:	SOCORRO V. DELA ROSA, CESOVI
		Schools Division Superintendent
SUBJECT	:	Submission of Form 48 (DTR) and Form 6 (Application for Leave)
DATE	:	January 27, 2017
to submit to	the Per	requests the School Heads with Senior High School Teachers and employees rsonnel Section copies of Form 48 and Form 6 of their Senior High School eaching employees to be recorded in their ledger card and Form 7 of their
Belov	w is the	sample of transmittal to be submitted at the end of the month, to wit:

No.	Name of Employees	Absences	Remarks
			VL, SL, FL or SPL

personnel of ______, to wit:

May we submit the Form 48 and Form 6 of the following teachers and non-teaching

For information, guidance and compliance.