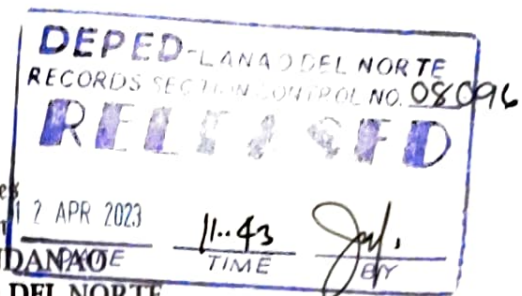




Republic of the Philippines  
Department of Education  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA DEL NORTE



April 12, 2023

DIVISION MEMORANDUM

No. 162 s. 2023

**AUTHORITY TO CHECK AND SIGN THE DAILY TIME RECORD OF THE  
SCHOOL HEADS**

To: Public Schools District Supervisors/Coordinating School Principals  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In addition to their duties and functions as instructional leaders, this Office hereby authorizes all Public Schools District Supervisors and Coordinating School Principals to affix their initials under the name of the Assistant Schools Division Superintendent after checking the completeness and veracity of the Daily Time Records of the School Heads.
2. It is reiterated that the Daily Time Records are to be submitted to the Division Office on or before the third day of the month.
3. For information and strict compliance by all concerned.

**EDWIN R. MARIBOJOC EdD, CESO V**  
Schools Division Superintendent