



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**


**9 February 2021**

Division MEMORANDUM  
No. 068 , s. 2021

**AMENDMENT TO DIVISION MEMORANDUM 348, S. 2020**

To : Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division  
Chief of School Governance and Operations Divisions  
Education Program Supervisors/Division Program Coordinators  
Public Schools District Supervisors/Districts In-Charge  
School Heads  
All Concerned  
This Division

1. In response to the clamor from the field, this office amends the provisions of Division Memorandum No. 348, s. 2020 re *Implementation of CSC Regulation No. 080056 on Working Hours for Public School Teachers*. Items 2 and 3 are amended as follows:
  - a. All teaching and non-teaching personnel shall now regularly report and time in at **08:00 A.M.** and time out at **05:00 P.M.** effective **February 15, 2021**.
2. Furthermore, the entries in the Daily Time Record must align with the approved school Alternative Work Arrangement
3. Attachments for the submission of DTRs at the Division Office shall be one copy per school of approved monthly AWA and one consolidated IWAR of all teachers per school.
4. Provisions in DM No. 348, s. 2020 inconsistent with this Memorandum are repealed, rescinded, or modified accordingly.
5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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Encl.: NONE

Reference:

DM 291, s. 2008  
DO16, s. 2009

DM No. 348, s. 2020

To be indicated in the Perpetual Index  
under the following subjects:

WORKING HOURS  
TEACHERS

POLICY  
NON-TEACHING

CSC  
AWA

LGKCG/DM- AMENDMENT TO DIVISION MEMORANDUM 348, S.2020  
068/February 09, 2021



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