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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTRL No.: 2026-03-1634

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Tanggapan ng Tagapamanihalang Pansangay ng mga Paaralan

19 March 2026

DIVISION MEMORANDUM

No. 163, s. 2026

ADDITIONAL REQUIREMENTS FOR THE SUBMISSION OF DAILY TIME RECORDS (DTR) AND CERTIFICATES OF APPEARANCE FOR ALS TEACHERS

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, CID and SGOD
Education Program Supervisors
School Heads of ALS Senior High School Implementing Schools
Education Program Specialist II, ALS
ALS Teachers/BLWs
All Other Concerned

1. To ensure transparency, accuracy, and accountability in the field assignments and school-based duties of all ALS Teachers, this Office issues these **Supplemental Guidelines for the Submission of the Monthly Daily Time Record (DTR) and Certificates of Appearance for ALS Teachers.**
2. Effective immediately, the following attachments are required for the processing of monthly reports:
 - a. ALS Teachers Reporting to Barangays/CLCs must submit a clear photocopy of the Barangay/CLC Logbook showing the specific dates and times of arrival and departure. The photocopy must be duly signed/certified by the Punong Barangay or the authorized Barangay Official.
 - b. ALS-SHS Teachers reporting to Schools must submit a printed copy of the school's Biometric DTR. In an instance where biometrics are unavailable or when there is a documented error in the electronic recording, a photocopy of the school's logbook, certified/signed by the School Head, must be submitted as an alternative.
3. The Education Program Specialist II for ALS (EPSA) is tasked with verifying these attachments before endorsing the documents to the CID Chief for signature.
4. These attachments serve as verification mechanisms to validate the entries in the individual DTRs and to ensure the consistent implementation of ALS program in the designated learning centers and schools.



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5. Incomplete documentation or discrepancies between the Form 48 and the attached verification records may result in the deferment of salary processing or the initiation of administrative inquiries.
6. For immediate dissemination and strict compliance.

MRL

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent

CID-ALS/trn
3/19/26



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