



Republic of the Philippines
Department Of Education
REGION XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



September 8, 2020

DIVISION MEMORANDUM

No. 159, s. 2019

To : **ALS Focal Person**
Public Schools District Supervisors
EPSAs
District ALS Coordinators
Mobile Teachers
ALS LSB Teachers

From : **KAREN L. GALANIDA, PhD, CESO V**
Schools Division Superintendent
Division of Surigao City

Subject : **Guidelines for Signing Form 48 and IPCRF of ALS Implementers**

Date : September 8, 2020

1. In line with (Book V of Executive Order 292 and Omnibus Rules, CSC MC No., 40, S. 1998, CSC MC No. 15, s. 1999 and DECS SERVICE Manual 2000 directing Heads of Offices being responsible for the attendance of their personnel, this office enumerates the following guidelines for signing Form 48, and IPCRF (Individual Performance Commitment and Review Form) of District ALS Coordinators, Mobile Teachers and ALS LSB Teachers.
2. C.S. Form No. 48 Daily Time Record of ALS Implementers whose Modular Distance Learning are conducted within the school campus, shall be countersigned by the School Principal/School Head, ALS Focal Person and signed by CID Chief.
3. C.S. Form No. 48 DTR of ALS Implementers (District ALS Coordinators, Mobile Teachers and ALS LSB Teachers) whose Modular Distance Learning are conducted in the community, shall be countersigned by the ALS Focal Person/Education Program Specialist II for ALS and signed by CID Chief. Upon the submission, ALS Implementers shall be required to attach the Individual Daily Log and Accomplishment Report as per DepEd Order No. 11, s. 2020.
4. IPCRF of ALS Implementers shall be reviewed and signed by the ALS Focal Person as rater and approved by the CID Chief thereafter.
5. Immediate dissemination of this Memorandum is desired.

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