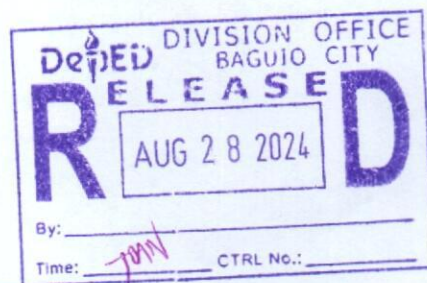




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



August 28, 2024

DIVISION MEMORANDUM  
 No. **469-2024**

**WORKSTATION ASSIGNMENT AND OPERATIONAL SCHEDULE OF  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 Teaching and Non-Teaching personnel  
 All Others Concerned

1. To further enhance the efficiency and effectiveness of District operations, this Office, through the Office of the Chief Education Supervisor (CES) of the Curriculum Implementation Division, directs all Public Schools District Supervisors (PSDSs) to observe the following measures:

**A. Workstation and Schedule**

The PSDSs will have two designated workstations, with a structured schedule to ensure effective management of District responsibilities:

**1. Primary Workstation: Schools Division Office**

The PSDSs will work from this location on Mondays, focusing on report delivery, attending FRC/meetings, coordinating with EPS, section/unit heads, and other PSDSs, as well as addressing tasks assigned by the head of office or her authorized representative.

**2. Secondary Workstation: District Office**

The PSDSs will be stationed at this location from Tuesday to Friday. This location allows them to be more accessible to the schools in their District, engage directly with school heads and staff, and oversee school-level operations.

**B. Workhours**

The PSDSs shall adhere to the standard working hours for government employees as specified in the CSC policy on government working hours.

**C. Use of attendance log and Locator Slip**

The daily attendance of the PSDSs shall be accurately recorded using the Bundy card or biometrics, along with the Attendance Log sheet for the school where the District Office is located. The Daily Time Record (Form 48) for both stations shall be submitted with the necessary attachments (e.g., Locator Slip, Certificate of Attendance, etc.) as required.

A Locator Slip must be obtained from the CES (the authorized representative of the Head of Office) when monitoring schools in the District. Hence, a duly approved Monthly Supervisory Plan must be submitted in advance to serve as the basis for the CES to sign the Locator Slip. The CES may also implement a mechanism to track locations if monitoring is not included in the submitted plan to prompt her to sign the locator slip.

3. For information, guidance and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

OSDS/STF/nde

