



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

04 January 2023

MEMORANDUM

No. 05, s. 2023

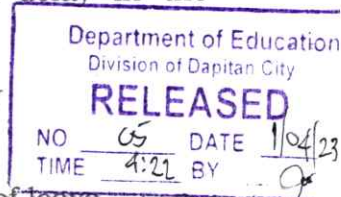
GUIDELINES ON THE SUBMISSION OF DAILY TIME RECORD

To: **Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
Teaching and Non-Teaching Personnel
All Others Concerned**

- This Office hereby issues the guidelines on the submission of Daily Time Records (DTR) to the Personnel Section of this Division, to wit:
 - Each DTR shall be submitted on the 5th day of the following month with the attached appropriate supporting documents.
 - On the DTR, write the title of the seminar or activity attended by an employee on the specific date and attach the Certificate of Appearance/participation.
 - In case of brownouts, write the time on the DTR as reflected in the logbook with remarks on the undertime column (ex. See attached photocopy of logbook).
 - The Records Officer is tasked to monitor the attendance of personnel in the logbook.
 - For employees with shifting schedules, attach the schedule of duty.
 - Segregate the copies of DTR with attachments for COA and Division Office, respectively.
- School Heads and SDO Section Heads are reminded to advise their personnel, who availed of leave of absence, to timely submit Form 6 to avoid delay in the submission of DTR.

Sick Leave - should be filed immediately upon return to duty

Vacation Leave, Special Leave, Forced Leave and Personal Leave - should be filed at least 5 days prior to the date of leave.



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3. DTRs with incomplete supporting documents will not be accepted by the division office in charge.
4. Non-submission of DTR by any employee on the specified period shall be dealt with disciplinary action consistent with the existing policies of the Civil Service Commission.
5. Immediate and wide dissemination of this Memorandum is desired.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

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