

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Tanggapan ng Tagapamanihalang Pansangay ng mga Paaralan

June 20, 2022

DIVISION MEMORANDUM

No. 114 s. 2022

**REMINDERS ON THE POLICY OF SUBMITTING THE DAILY TIME RECORD
(CSC FORM 48)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors CID & SGOD
School Division Office Section Heads
School Heads (Elementary, JHS, SHS)
Teaching and Non-Teaching Staff
All Others Concerned

1. This Office entails and prompts all employees to observe the regular and on time submission of the Daily Time Record (DTR) with complete attachments.

For Division-based Personnel / Non-Teaching Employees:

Submit to Administration Office every 5th day of the following month. If the 5th day falls on Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the 5th day of the succeeding month to ensure submission of the Summary report and Consolidated DTRs to Regional Office every 10th of the month.

For Teaching Staff:

Submit to your assigned district Administrative Officer II for consolidation of Form 48 and the AO II's will submit the consolidated DTRs to Administration Office every:

- Central District – 6th day of the following month
- South District – 7th day of the following month
- North District – 8th day of the following month



San Nicolas, Iriga City
Contact No.: (054) 299-2506
Email add: iriga.city@deped.gov.ph



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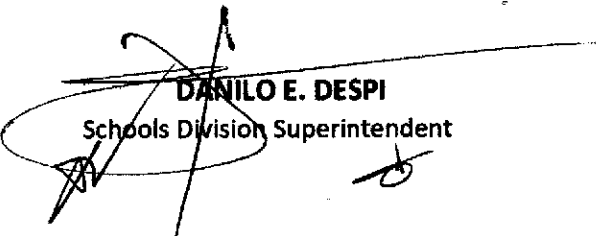
To accommodate corrections of entry and review of attachments. If those days fall on Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the scheduled day of the succeeding month to ensure submission of the Summary report and Consolidated DTRs to Regional Office every 10th of the month.

- Please be reminded further that failure to submit the duly accomplished and approved DTR and its attachments within above prescribed period would cause deactivation or non-inclusion of the name of the concerned employee in the payroll for the current month.

Required attachments shall include the following:

a. On Official business / Travel	<ul style="list-style-type: none">• Locator Slip• Authority to Travel• Certificate of Appearance• Memorandum (if Any)
b. On Personal Business / Travel	<ul style="list-style-type: none">• Locator Slip
c. Biometric Malfunction	<ul style="list-style-type: none">• Employee can fill manually the form with signature of the guard on duty.
d. Leave of Absence	<ul style="list-style-type: none">• Application for leave (CSC Form 6) <p><i>*Form 6 must be submitted/filed to Admin Office a week before using leave except SL.</i> <i>*Form 6 must be submitted/filed to Admin Office upon return to duty if SL.</i></p>
e. Work from Home	<ul style="list-style-type: none">• Approved Individual Accomplishment Report to the specific WFH dates.

- Any alterations / erasures in DTR must be with initial/ signed by employee. Small size attachments such as locator slip and certificate of appearance must be pasted on an A4 size bond paper.
- For guidance and strict compliance.


DANILO E. DESPI
Schools Division Superintendent



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