



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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May 4, 2020

**DIVISION MEMORANDUM**

**No. 118, s. 2020**

**SUBMISSION OF DAILY TIME RECORD (DTR) OF ALL TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL IN THE SCHOOL AND DISTRICT OFFICES**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned**

1. In connection with the submission of Daily Time Record (DTR) pursuant to Civil Service Commission's Memorandum Circular no. 01, s. 2017 entitled "**Reiteration of the Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours**", all concerned are hereby reminded of the following:
  - DTR of school heads and non-teaching personnel in the school/district for the months of **March and April 2020** must be submitted to the District Office for consolidation prior to submission to the Division Office. Kindly indicate a notation during the suspension of classes starting March 16, 2020, as per DepEd Memorandum No. 43, s. 2020.
  - DTR of teachers for the months of **March 1-31 and April 1-3, 2020** (end of classes) must be submitted to the District Office for the computation of the Proportional Vacation Pay (PVP). Indicate the same notation for the dates during the suspension of classes.
2. All undertime and absences incurred from **March 1-15, 2020** without attachment/supporting document shall be deducted from the Leave Credits/Service Credits earned of the employee concerned.
3. **Consolidated DTR of school heads and non-teaching personnel must be submitted to the Division Office by the designated liaison officer c/o Administrative Section not later than May 29, 2020.**
4. For your information, guidance and compliance.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

PYM/mtb



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