



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

March 24, 2023

DIVISION MEMORANDUM

No. 106, s. 2023

**REITERATION ON THE SUBMISSION OF
DAILY TIME RECORDS (DTR) OF ALL PERSONNEL**

**To: Officer-In-Charge,
Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Heads, Public Elementary, Secondary, and Integrated Schools
All Other Personnel Concerned**

1. The **Civil Service Commission (CSC) Memorandum Circular No. 1, s. 2017**, provides 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.
2. Likewise, **Commission on Audit (COA) Circular No. 2012-001** provides the necessary documentary requirements, among which is the duly-accomplished Daily Time Records (DTR), which must be complied with as support to the payment of salaries
3. Further, **Division Memorandum No. 156, s. 2019** provides the submission of the Daily Time Records (DTR) of All Teaching-Related and Non-Teaching Personnel.
4. Finally, **Memorandum OUF-2021-0703** issued by Undersecretary Annalyn M. Sevilla and Assistant Secretary Ramon Fiel G. Abcede titled *Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel* provides the ideal timelines of the payroll process.
5. Pursuant to the above-cited regulations, you are hereby directed to submit your duly accomplished Daily Time Record (DTR) to the Division Office **on or before the 5th day of the succeeding month with complete supporting documents.**
6. To facilitate further processing, this Office reiterates the adherence of everyone to the following:
 - a) In case of official time/business, attach a photocopy of the Certificate of Appearance/Participation and Authority to Travel or Locator Slip. Without an Authority to Travel or Locator Slip, a Certificate of Appearance/Participation cannot suffice the requirement.
 - b) In case of under-time and absences, attach supporting documents; otherwise, all under-time and absences reflected in the DTR without supporting document/s shall be deducted from the Leave Credits earned for non-teaching personnel and Service Credits earned for the teaching of the reason due to illness only of the concerned employee;



- c) In case of biometric malfunction, attach a Certification issued by the School Head subject for validation by the Office concerned;
 - d) RPSU-paid teachers shall submit their duly accomplished DTR with complete supporting documents to the District Office for consolidation and preparation of Form 7; and,
 - e) Division-paid teaching and non-teaching personnel shall submit their duly-accomplished DTR with complete supporting documents to the Payroll Unit.
7. As a matter of policy and procedure, this Office reiterates the strict adherence to the submission of DTR with complete supporting documents to facilitate the timely processing of the payroll for your salary.
 8. Any failure to comply with the DTR's submission with complete supporting documents on the deadline shall be a ground for deletion of the account from the Regional Payroll. Once an account is deleted from the Regional Payroll, the concerned employee shall request for salary claim at the Division Office. In addition, it would be the employee's responsibility to make over-the-counter settlements of monetary obligations due to the government or private lending institutions.
 9. Under the **Revised Rules on Administrative Cases in the Civil Service (RRACCS)** and **DO 49, s. 2006** or the *Revised Rules of Procedures of the Department of Education on Administrative Cases*, the non-submission of the DTR within the prescribed period shall be a ground for administrative discipline.
 10. The Administrative Services is directed to ensure strict compliance with this memorandum by everyone concerned. Further, the Payroll Unit is directed to refer the names of those erring/non-compliant personnel to the Legal Unit which is directed to undertake the necessary and proper actions provided under existing rules and regulations for their appropriate sanctions.
 11. For information, guidance, and strict compliance.


FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent 