



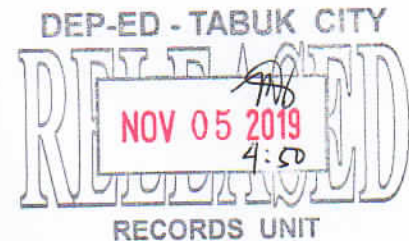
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

NO. 249 s. 2019

TO : All School Personnel
All School Heads
Division Personnel



FROM : **IRENE S. ANGWAY**
OIC, Schools Division Superintendent

SUBJECT : **REITERATION OF THE SUBMISSION OF DAILY TIME RECORD (DTR) OF ALL EMPLOYEES OF SDO TABUK CITY**

DATE : October 30, 2019

1. As reported during the September 27, 2019 MANCOM, all personnel of SDO Tabuk City are reminded of the timeline on the submission of Daily Time Record (DTR), as follows:

	Deadline of Submission	Office concerned/In-charge
Teaching and Non-Teaching At the School level	Every 2 nd day of the succeeding month	School Head/ ADAS In-charge per district
School Heads	Every 5 th day of the succeeding month	ASDS
SDO Personnel	Every 5 th day of the succeeding month	Personnel Unit
ADASs	Every 5 th day of the succeeding month (Submission of accomplished Form 7)	Personnel Unit

2. All undertime and absences reflected in the DTR without attachment/ supporting document shall be deducted in the Leave Credits/ Service Credits earned by the concerned employee.
3. Those who have Leave of absence must attach 2 Approved Form 6 (1 Original copy & 1 Photocopy) and those who are on official business must likewise attach photocopy of certificate of appearance or participation.
4. School heads of Non-IUs will submit the DTRs to ADAS In-charge of their school for consolidation and preparation of form 7 for submission to the SDO on or before the 5th day of each month.
5. All concerned must strictly observe the deadline of submission of DTR to the person/office in-charge to avoid delay in the preparation of payroll for salary for the next month.
6. Non-compliance may result to non-payment of salary for the month as stipulated on CSC.