



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 10, 2021

DIVISION MEMORANDUM

No. **031** s. 2021

REITERATION ON THE SUBMISSION OF DAILY TIME RECORD (DTR) OF ALL TEACHING-RELATED AND NON-TEACHING PERSONNEL

To: Division Office Personnel
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Secondary, Elementary and Integrated Schools
All other Concerned

1. As per Civil Service Commission's Memorandum Circular No. 1, s. 2017 entitled "*Reiterating 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 on the submission of *Daily Time Record (DTR)* to the *Concerned Office on or before the 5th day of the succeeding month.*
2. Those who are on official business must attach photocopy of the Certificate of Appearance or Participation.
3. All undertime and absences reflected in the DTR without attachment/supporting documents shall be deducted in the Leave Credits/Service Credits earned of the concerned employee.
4. In cases of Biometric malfunction, a certification issued by the Head of Office/School Head must be attached, subject for validation by the concerned.
5. All Implementing Units whose Leave Cards were maintained in their respective schools are directed to immediately submit the same to the Office of the Administrative Officer V for proper monitoring, checking and updating of the remaining Leave Credits.
6. Employees who are earning Leave Credits must submit one (1) copy of DTR to the Office of the Administrative Officer V.
7. *Division Office Personnel* must *strictly* observe the deadline of submission of DTR to the person in-charge to avoid delay in the preparation of payroll for salary.
8. Kindly refer to the CSC Memorandum Circular for any questions or clarifications regarding the Administrative Offenses and corresponding penalties.
9. For information and strict compliance.

SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

FEB 10 2021

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

COMMUNICATIONS

RULES AND REGULATIONS

GUIDELINES



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