



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OFFICE MEMORANDUM

AD 2025- 005

NOV 25 2025

To: OIC-Assistant Regional Director
All Others Concerned

SUBMISSION OF DAILY TIME RECORD (DTR)

1. In adherence to the regulations set forth by the Commission on Audit (COA) and the Civil Service Commission (CSC) on the proper documentation and validation of attendance, this Office reiterates the strict compliance with the timely preparation and submission of Daily Time Records (DTR) for all personnel, whether permanent or hired as job order.

2. The CSC Memorandum Circular No. 41, s. 1998, and other related issuances mandate the use of Daily Time Records as the official basis for determining attendance, leave credits, and entitlement to salaries and other benefits. Likewise, COA rules require complete and accurate DTRs as part of supporting documents for personal services expenditures.

3. In this regard, all personnel are directed to observe the following guidelines:

- a. Submit duly accomplished DTRs to the Human Resource/Personnel Section on or before the **5th day of each month** with the following attachments, viz:
 - i. Approved Form 6 (if on leave);
 - ii. Travel Order / Locator Slip with Certificate of Appearance if on Official Travel;
 - iii. Approved Pass Slip (In case of personal errand / concerns);
 - iv. Individual Daily Log and Accomplishment Report (IDLAR) for Job Order personnel;
 - v. Justification letter approved by the undersigned if fingerprint was not recorded in the Biometric machine.
- b. Ensure accuracy of entries, including exact time-in and time-out, with no erasures or alterations unless countersigned by the **immediate supervisor**;
- c. Secure the immediate supervisor's verification and signature prior to submission;



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4. Authorized signatories of the Daily Time Record (DTR):

Office / Position	Immediate Supervisor
Chiefs of Functional Divisions	Regional Director
Unit Heads under ORD	Regional Director
Sections/Unit Heads and below	Chiefs of Functional Divisions (Permanent)

6. In the preparation of salaries for Job Order personnel, the Chief of Administrative Division or the Personnel Officer is authorized to sign their DTRs if the undersigned is on official travel.

5. Failure to submit DTRs within the prescribed period may result in delayed salary processing and may constitute non-compliance with attendance and documentation requirements, subject to applicable administrative rules and sanctions.

6. The Administrative Division of this Office shall closely coordinate with the Personnel Officer of the Schools Division Offices for the transmission of the verified DTRs of the detailed and designated personnel in this Region.

7. All Division Chiefs/Unit Heads are instructed to strictly monitor and enforce compliance within their respective offices and ensure that consolidated DTRs reach the Personnel Section on time.

8. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE

EMPLOYEE

POLICY

SALARY

RSJ/ASD-OM-2025-Submission of DTR