

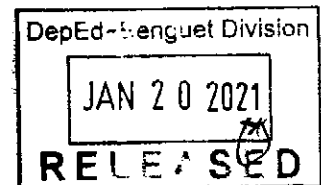


Republic of the Philippines
Department of Education
Schools Division of Benguet

January 19, 2021

DIVISION MEMORANDUM

No. 21 s. 2021



**TO: Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors and
District Coordinating Principals
School Heads Elementary and Secondary
All others concerned**

POLICIES ON THE SUBMISSION OF THE DAILY TIME RECORD (CSC FORM 48) WITH COMPLETE ATTACHMENT

1. This Office issues policies to be observed by all employees on the on-time submission of the Daily Time Record, CSC Form 48 with complete attachment/MOVs every fifth of the ensuing month.
2. This is to ensure compliance to Commission on Audit's (COA) requirement that all personnel in the Government Service must submit the required record of service rendered.
3. It is further informed that effective February 2021, ANY LACKING ATTACHMENT on the DTR in support of any of the following will automatically be considered WITHOUT PAY, to wit:

BLANK CELL IN THE BIOMETRIC	REQUIRED ATTACHMENT
On Official Business/Travel	Locator Slip/Authority to Travel and Certificate of Appearance, Memo (if applicable)
Biometric Malfunction	Photocopy of logbook duly certified by the School Head
Leave of Absence	Leave Form

4. Further, small size attachments such as locator slip, certificate of appearance, authority to travel must be pasted on a legal-size bond paper, to facilitate counterchecking.
5. Upon submission to the Human Resource Office, it is understood that the DTR was judiciously checked and reviewed by the concerned teaching and non-teaching personnel before affixing his/her signature.






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6. Non-submission by any employee of the DTR on the specified period will be construed to mean as basis for such employee to be dropped (inactive) from the payroll until proper submission be made to the detriment of the employee concerned just the same, hence, compliance is a must.

7. Dissemination of this memorandum to all concerned is desired.


BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

Encl.: As stated

DIVISION/SECTION/initials



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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