



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF TAGUM CITY

DIVISION MEMORANDUM

TO: **All Elementary and Secondary School Administrators**

FROM: The Office of the Schools Division Superintendent

SUBJECT: REGULAR AND ON-TIME SUBMISSION OF THE DAILY TIME RECORD (CSC FORM 48) WITH COMPLETE ATTACHMENT

DATE: February 5, 2020

1. This Office requires and reminds all employees to observe the regular and on-time submission of the Daily Time Record (CSC Form 48) with complete attachment and Form 7.
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. This Office further informs that effective **January 2020, 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
a. On Official Business/Travel	Locator Slip/Authority to Travel and Certificate of Appearance, Memo (if applicable)
b. Biometric Malfunction	Photocopy of logbook duly certified by the School Head
c. Leave of Absence	Leave Form

4. Please be guided that upon submission to Human Resource Office, **the DTR is considered checked and reviewed by the concerned teaching and non-teaching personnel by signifying his/her signature.**
5. Further, small size attachments such as locator slip, certificate of appearance, authority to travel must be pasted on a legal size bond paper.
6. Non-submission by any employee of the DTR on the specified period will be made as basis for such employee to be dropped from the payroll until proper compliance be made.
7. For information and strict compliance.


DR. JOSEPHINE L. FADUL
 Schools Division Superintendent

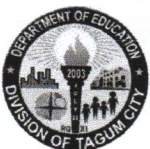
DEPARTMENT OF EDUCATION
 DIVISION OF TAGUM CITY
 RECORDS SECTION

RELEASED

By: MAL

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Address: Energy Park, Apokon, Tagum City, 8100
 Telephone No.: (084) 216-3504
 Email: tagum.city@deped.gov.ph
 Website: deped.tagumcity.gov.ph