



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



JAN 10 2018

RELEASED

DIVISION MEMORANDUM

No. 15 S. 2018

TO : **ELEMENTARY & SECONDARY SCHOOL HEADS**
SEF PAID PERSONNEL
ALL OTHERS CONCERNED

FROM : **FEDERICO P. MARTIN, Ed.D., CESO VI**
Schools Division Superintendent

SUBJECT : **(SEF) SUBMISSION OF DAILY TIME RECORD (DTR)**

DATE : **January 9, 2018**

1. In line with the submission of Daily Time Record (DTR), all **SEF paid personnel** are hereby mandated to observe the processing of salary on time by compliance of the following :

a. Submission of DTR for:

1. **1-15**= every 16th day of the month, 2:00PM (1 copy)
2. **16-31**= every 1st day of the following month, 2:00PM
=2 copies; 1 half month (16-31) and 1 whole month (1-31)
=for medical personnel 2 copies (whole)

Note:

1. **Signing of DTR's by School Heads/ Officer In-Charge** prior to their dismissal on the 15th and 31st in the afternoon is must appreciated for faster processing of the PAYROLL since the processing upon submission, takes 1-2 days maximum upon submission to the city.

2. Should the **due date falls on weekends**, DTR's must be submitted before weekends.

3. **Medical officers** ^{and Health} are hereby mandated to submit their original DTR/biometrics according to school designation.

4. Failure to comply with the said requirements means no processing of all salaries due to the transition of manual to electronic payroll (E-Payroll).

b. Arrangement of DTR are as follows:

1. Properly accomplished/signed DTR.
2. Accomplishment reports duly signed.
3. Certificate of appearance.
4. Pass slips duly signed, **with time in and out signed by the school guard/School Head/OIC, place and purpose indicated and signed by the person visited.**


* Report first to your designated office /school before going out using pass slip.

c. Application for leave (vacation leave, force leave, special leave , compensatory overtime credit or COC – **filing is 5 days in advance**; sick leave, the day upon return to duty.

*For COC fill up your DTR.

2. All of the above mentioned documents are to be accomplished with or submitted to Ms. Jayjay G. Bugnay at the Personnel Section.

3. Immediate dissemination of and strict compliance to this memorandum is directed.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent