
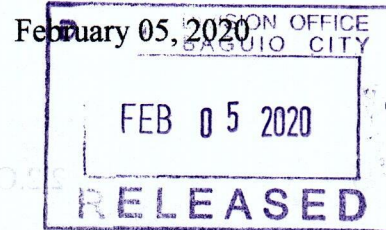
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	MEMORANDUM		Name of Office: OSDS- Personnel



DIVISION MEMORANDUM

No. 96, s. 2020

GENERAL GUIDELINES ON THE SUBMISSION OF DAILY TIME RECORD (DTR)

To: **Elementary and Secondary School Heads**
ASATIDZ Teachers
National Paid – Medical Personnel
School ASATIDZ Coordinators
Substitute Teachers
Division Office Employees
Others Concerned

1. Relative to Civil Service Commission’s Memorandum Circular No. 01, s. 2017 and timely processing of payroll, all **ASATIDZ Teachers, National Paid – Medical Personnel, Substitute Teachers, and Division Office employees** are hereby mandated to comply with the new guidelines and schedule:

DTR	Schedule of Submission	Personnel-in-charge of payroll
• ASATIDZ Teachers	Every 3rd working day of the succeeding month	CHERISH R. POSADAS
• National paid – Medical personnel	Every 5th working day of the succeeding month	RACHELLE D. GARCIA
• Substitute Teachers	Every 5th working day of the succeeding month	DON JOSE C. TOLENTINO
• Division Office Employees	5 working days upon receipt of the DTR	SHIRLEY C. BENGAO

2. Arrangements of the DTR are as follows:

2.1. ASATIDZ Teachers: (stapled and not clipped)

1. Original DTR/ Bundy Card
2. Photocopy of DTR – 2 copies only
3. Photocopy of Certificate of Appearance, if any (no attached Certificate, no pay)
4. Signed Accomplishment Report by Coordinator and School Head – 2 copies
5. Duly accomplished Contract of Service and photocopy of Landbank ATM (front face only) for new ASATIDZ Teacher

****Note:** During biometrics malfunction, entries should be countersigned by Coordinator/ School head.

2.2. National paid – Medical personnel: (in 4 separate sets for claiming purposes)

2.2.A. Division Office Payroll

1. Original DTR
2. Photocopy of Authority to Travel, if any
3. Photocopy of Division/ Regional/ National Memorandum, in any
4. Photocopy of Certificate of Appearance, if any
5. Pass slips/ Locator slip
6. Form 6

2.2.B. Hazard Pay Payroll

1. Original DTR
2. Photocopy of Authority to Travel, if any
3. Photocopy of Division/ Regional/ National Memorandum, in any
4. Photocopy of Certificate of Appearance, if any
5. Duly signed Accomplishment Report

2.2.C. Subsistence and Laundry Payroll

1. Photocopy of DTR
2. Photocopy of Authority to Travel, if any
3. Photocopy of Division/ Regional/ National Memorandum, in any
4. Photocopy of Certificate of Appearance, if any

2.2.D. Transportation Allowance Payroll

1. Duly accomplished and signed Certificate of Travel Completed
2. Duly accomplished and signed Itinerary of Travel
3. Pass slips/ Locator slips
4. Official receipts

2.3. Substitute Teachers: (stapled and no folder/ envelopes)

1. Original DTR
2. Photocopy of DTR
3. Photocopy of Division/ Regional/ National Memorandum, in any
4. Photocopy of Certificate of Appearance, if any
5. Pass slips/ Locator slip
6. Lesson plan taught for the whole month (attach 1 subject for 1 grade level only)

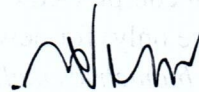
***Note: During biometric malfunction, entries should be countersigned by School head.*

2.4. SDO Employees (Division Office personnel and School Heads)

1. Original DTR
2. Photocopy of Certificate of Appearance, if any
3. Form 6, if any
4. Duly accomplished Pass slips/ Locator slip with complete details. No time in and out means "undertime".
5. Photocopy of Attendance Sheet in case of biometric malfunction and entries should be countersigned by immediate supervisor.
6. Justification letter for DTRs submitted more than 5 working days

3. Failure to comply on the set schedule of submission would mean NON-INCUSION in the payroll for the month until such documents are submitted accordingly.

4. Immediate dissemination and compliance to this memorandum is desired.



MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

References: COA Circular No. 2012-001
CSC MC No. 01,s.2017
Div. Memo No. 246,s.2019
Div. Memo No. 401,s.2019