



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

June 14, 2022

**DIVISION MEMORANDUM**

No. 119, s. 2022

**REMINDERS ON THE POLICY OF SUBMITTING THE DAILY TIME RECORD (DTR) and FORM-7 OF TEACHING AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Section/Unit Heads  
Elementary and Secondary School Principals  
School Administrative Personnel  
All Others Concerned

1. This Office requires all employees to observe the on-time submission of the Daily Time Record (DTR) and Form-7 with complete attachments every **1<sup>st</sup> working day of the following month** until **4:00 PM ONLY, effective immediately** to ensure consolidation and submission of reports to Regional Payroll Services Unit (RPSU).
2. Manual time entries and any other remarks on the DTR are highly discouraged; instead, all pertinent documents such as photocopy of the logbook, certificates of appearance/attendance, travel orders, **approved** leave forms, etc., whichever applies, shall be required to be attached to support the absence of entries during workdays.
3. Please be reminded further that failure to submit the duly accomplished and approved DTR and its attachments within the above prescribed period would cause deactivation or non-inclusion of the name of the concerned employee in the payroll for the current month.
4. Effective June 2022, a checklist shall be attached to the DTR certifying the completeness of the attachments by the employee. Any lacking attachment on the DTR will automatically be considered without pay for the particular date.

Required attachments shall include the following:

a) On Official Business/Travel	<ul style="list-style-type: none"><li>○ Authority to Travel</li><li>○ Certificate of Appearance</li><li>○ Memorandum (if Applicable)</li></ul>
b) On Personal Business/Travel	<ul style="list-style-type: none"><li>○ Approved Application for Leave (CSC Form 6)</li></ul>



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

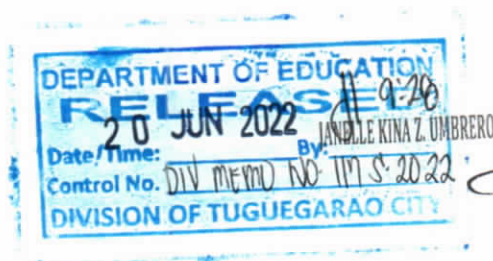
Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)

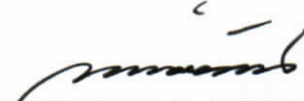
Website: [depedtuguegarao.net](http://depedtuguegarao.net)

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2018</b>	Page:	<b>1</b>

c) Biometric Malfunction/Brownout	<ul style="list-style-type: none"> <li>○ Photocopy of Employee's Log Sheet duly certified by the Chief of the Administrative Division</li> </ul>
d) Leave of Absence	<ul style="list-style-type: none"> <li>○ Approved Application for Leave (CSC Form 6)</li> </ul>
e) Leave of Absence due to Quarantine and/or Treatment relative to COVID-19	<ul style="list-style-type: none"> <li>○ Certificate issued by a government physician</li> <li>○ Completion of Quarantine Certificate issued by the local quarantine/health official</li> <li>○ Medical Certificate</li> <li>○ Medical Records</li> </ul>

5. For guidance and strict compliance.



  
**REYNANTE Z. CALIGUIRAN**  
 Schools Division Superintendent

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Encl:  
Reference:

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

- ATTENDANCE
- LEAVE
- TRAVELS
- SCHOOLS

AO/urd



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