



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

January 31, 2025

DIVISION MEMORANDUM

No. **01-031**, 2025

SUBMISSION OF DAILY TIME RECORD (DTR) OF ALL TEACHING AND NON-TEACHING PERSONNEL OF DEPED SIARGAO

To: Assistant Schools Division Superintendent
Functional Division Chiefs and Personnel (OSDS, CID, SGOD)
Elementary and Secondary School Heads
All concerned
This Division

1. Pursuant to **MC 01, s. 2017: Reiteration of the Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours**, issued by the **Civil Service Commission**, you are hereby required to observe prompt submission of Daily Time Record (DTR) every *5th of the following month*. Otherwise, it would entail a remark of "No DTR" on your Form 7 and the Division Payroll Services Unit (DPSU) will not process your salary for the corresponding month. Thus, your salary will be cut-off from the payroll.
2. All undertime and absences reflected in the DTR without supporting document shall be deducted in your Leave Credits/Service Credits earned for the concerned personnel.
3. All teaching and non-teaching personnel should register in the biometric. Handwritten DTR will no longer be accepted effective **February 1, 2025**. In case of biometric malfunction and power outage, the manual logbook shall be used as reference for the attendance.
4. For guidance and strict compliance.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None

Reference: As stated

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

DTR PAYROLL SUBMISSION

OSDS/momosay

01/31/25



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