



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

January 25, 2021

DIVISION MEMORANDUM
No. 028, s. 2021

**SUBMISSION OF DTRs WITH ACCOMPLISHMENT REPORT AND SUMMARY OF
ATTENDANCE**

To: Public Elementary and Secondary School Heads
Administrative Officers II and Bookkeepers
All Other Concerned

1. In order to enhance the full cooperation and make the monitoring of attendance and leave of both teachers and non-teaching personnel, all schools are hereby directed to check and submit a summary of attendance every end of the month.
2. Undertime or tardiness should be reflected in the summary in the prescribed manner to be attached together with the three copies of the Daily Time Records (DTRs) and Accomplishment Reports.
3. It has been observed that there are discrepancies in the DTRs submitted from the actual time in the Accomplishment Reports. In order to avoid delay in the preparation of payroll for salary and consolidation of Form 7, Bookkeepers and Administrative Officers II are directed to first check the DTRs and Accomplishments Reports before the principal signs them.
4. Every school is also required to maintain and keep records, which include number of remaining or available leaves, number of tardiness and absences, and updated monthly leave credits/earnings for proper monitoring, checking and updating.
5. The Personnel/Payroll Section shall only record and file copies of the DTRs and update ledgers of the monthly attendance of the employees based on the DTRs and summary of attendance duly signed by the principals.
6. Deadline of submission of DTRs to this Office through the Payroll Section is every 5th of the following month.
7. Attached is a sample form of the Monthly Report of Service for your reference.
8. For your information, guidance and compliance.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/ADMIN/PAYROLL/ba



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