



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

**Office of the Schools Division
Superintendent**

January 03, 2023

DIVISION MEMORANDUM
No. 004, s. 2023

**GUIDELINES ON THE SUBMISSION OF DAILY TIME RECORD (DTR)
AND SUMMARY OF ATTENDANCE**

To: Public Elementary and Secondary School Heads
DTR Review In-charge
All Others Concerned

1. This Office hereby issues the guidelines on the submission of Daily Time Records (DTR) from the schools to the Division Office, to wit:
 - a. Each DTR shall be attached with the following:
 - a.1 Request for Manual Entry (*if any*)
 - a.2 Original Form 6
 - a.3 Locator Slip/Certificate of Appearance (*if any*)
 - b. On the DTR, write the title of the seminar/activity attended by an employee on specific date.
 - c. For those schools with shifting schedule, attach a summary of teachers with their respective schedules including break time.
 - d. Segregate the copies of DTR with attachments and Summary of Attendance for COA and Division Office, respectively.
2. School Heads are reminded to advise their personnel, who availed of leaves, to timely submit Form 6 to avoid delay in the submission of DTR.

Sick Leave – should be filed upon return to duty

Vacation Leave, Special Leave, Forced Leave and Personal Leave – at least 5 days prior to the date of leave

3. DTRs with incomplete supporting documents will not be accepted by the division office in-charge.
4. Immediate and wide dissemination of this Memorandum is desired.

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Schools Division Superintendent

JIAL/CPC/ADMIN/atm



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