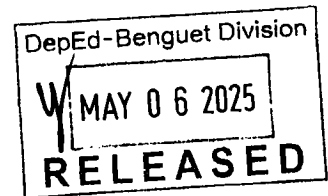




Republic of the Philippines
Department of Education
Schools Division of Benguet



May 5, 2025

DIVISION MEMORANDUM

No: 187 s.2025

REITERATION ON THE SUBMISSION OF DAILY TIME RECORD (DTR) OF ALL TEACHING, TEACHING-RELATED AND NON-TEACHING PERSONNEL

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
All Public Schools District Supervisor
Elementary/Secondary School Heads
All Teaching, Teaching Related, and Non-Teaching Personnel

1. In adherence to the CSC MC No. 1, 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), you are hereby directed to submit your duly accomplished Daily Time Record (DTR) to the Division Office on or before the **fifth (5th) day of the succeeding month with complete supporting documents.**
2. It's the employee's responsibility to check the completeness of the attachments. Any missing attachment on the DTR will automatically result to without pay for the particular date. Required attachments shall include the following:

a. Biometric printout not in accordance with CSC form 48	<ul style="list-style-type: none">• Biometric Generated DTR
b. On Official Travel	<ul style="list-style-type: none">• Locator slip/Authority to Travel• Certificate of Appearance• Memorandum (If applicable)
c. Biometric Malfunction, missed time in/out and other excuses leading to blank DTR	<ul style="list-style-type: none">• Photocopy of Employee's Log Sheet and immediate head shall sign his/her initial in the blank portion of the DTR and letter of explanation
d. Leave of Absence	<ul style="list-style-type: none">• Approved application for leave (CSC form 6)



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3. To further streamline the DTR submission process, this office designates the signing authority for the certification of Form 48 (DTR) effective **April 30, 2025**, at the field level as follows:

	Authorized Signatory
1. School Heads/Teacher in Charge	PSDS/PSDI's
2. Teaching, Teaching Related, and Non-Teaching School Personnel	School Heads/Teacher in Charge

4. All field personnel are required to submit their duly accomplished DTR, along with complete supporting documents, to the District Office for consolidation and preparation of the summary of tardiness and absences, which will then be submitted to the SDO Records Section.
5. All Division paid teachers, and non-teaching personnel shall strictly observe the deadline for submission of duly accomplished DTR with complete supporting documents to the person in charge so as not to cause a delay in the preparation of payroll for salary.
6. Failure to comply with the DTR's submission with complete supporting documents on deadline shall be a ground for deletion of the account from the Regional Payroll. Should your account be deleted from the Regional Payroll, the concerned employees shall request for salary claim at the Division Office. In addition, it would be your responsibility to make over-the-counter settlements of monetary obligations to government/private lending institutions.
7. As a matter of policy and procedure, this Office reiterates strict adherence in the submission of DTR with complete supporting documents to facilitate timely processing of the payroll for your salary.
8. Any violations of the CSC rules and regulations shall be ground for administrative discipline. All concerned are advised to refer to the Revised Rules on Administrative Cases in the Civil Service for further information and guidance about administrative offenses and penalties.
9. For dissemination and strict compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent

