



Republic of the Philippine
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
 No. 187 s. 2021

June 7, 2021

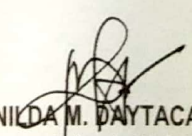
GUIDELINES ON DTR SUBMISSION OF SDO AND OTHER PERSONNEL UNDER THE INSULAR PAYROLL

To: Assistant Schools Division Superintendent
 Chiefs of Divisions and Section Heads
 All SDO and Insular Personnel
 All Others Concerned

- In addition to Division Memorandum No. 090, s. 2020 and Division Memorandum No. 029, s. 2021 on the regular and on-time submission of Daily Time Record (CSC Form 48) and Form 6 with complete attachments every end of the month, all personnel under the Insular payroll shall be guided with following activities & timelines:

PERSONS INVOLVED	ACTIVITY	TIMELINE
SDO Personnel & Elem. School Principals	Submit 2 original copies of DTRs, Form 6 and other attachments to the immediate supervisor	At the end of the month or 1st working day of the succeeding month
Section Heads/Chiefs of Division	Check entries on DTRs and its attachments-observing complete staff work and submit to the Personnel Unit (In-charge of DTRs)	2 nd and 3 rd day of the succeeding month
Personnel In-charge	a. Check and validate entries against attendance logsheet b. Prepare Form 7 for certification by the AOV and approval by the SDS	3 rd up the 5 th day of the succeeding month
Adm. Officer V	Check and certify the correctness of the Form 7	6 th day of the succeeding month
Schools Division Superintendent	Sign approval of Form 7	6 th day of the succeeding month
Personnel In-Charge of DTRs	Separate files for RO, COA & SDO to be forwarded to the Records Section for releasing	7 th day of the succeeding month

- Delayed and non-submission of Daily Time Records shall be dealt with accordingly. Collaboration and strict compliance on the aforesaid shall be observed and that principles of complete staff work is strictly encouraged to improve efficiency and eventually to solve issues on the delay of submission of these reports to the Regional Office and COA.
- For information and strict compliance.


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 OIC-Office of the Schools Division Superintendent

OSDS/admin/jbp



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