



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 17, 2021

OFFICE MEMORANDUM

No. **000606**, 2021

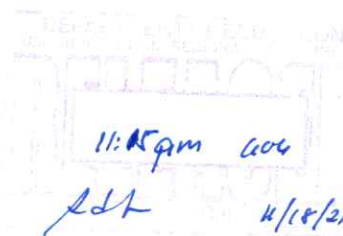
To: All Regional Office Personnel

SUBMISSION OF DAILY TIME RECORDS

1. To ensure complete, accurate, and timely submission of Daily Time Records, all Regional Office Personnel shall submit their DTR to the Administrative Division_Personnel Section by division, unit, or section starting December 2021 for the November 2021 DTR and so on.
2. The Chiefs of Divisions are requested to assign one (1) incharge from their respective division who shall collect, check completeness of attachments, and submit the same to the Personnel Section on or before **5th day of the succeeding month** with transmittal indicating the names of the employees signed by the Chief/authorized representative.
3. For information and strict compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-EDR


11:15 am 006
Adt 11/18/21

