



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

September 22, 2023

**OFFICE MEMORANDUM**

No. **603**, s. 2023

To: **Regional Chief of Divisions/Section/Unit Heads  
Regional Office Personnel**

**REMINDER ON THE SUBMISSION OF THE DAILY TIME RECORD (CSC FORM 48)**

1. This Office reminds all employees to observe the prompt and timely submission of two sets of Daily Time Record (DTR) with complete attachments every 5<sup>th</sup> day of the following month to the Personnel Section. If the 5<sup>th</sup> day falls on a Saturday, Sunday, or Holiday, the deadline shall be the last working day prior to the 5<sup>th</sup> day of the succeeding month to ensure submission of the Summary Report and Consolidated DTRs to the Finance Division and Commission on Audit (COA) every 10<sup>th</sup> day of the month.
2. It is reminded further that failure to submit the duly accomplished and approved DTR with its attachments within the above prescribed period would cause deactivation or non-inclusion of the concerned employee in the Payroll for the current month.
3. To ensure completeness of attachments, a duly signed checklist shall be attached together with the following required documents, if applicable.

a) On Official Business/Travel	<ul style="list-style-type: none"> <li>• Locator Slip</li> <li>• Authority to Travel</li> <li>• Certificate of Appearance</li> <li>• Memorandum (if Applicable)</li> </ul>
b) On Personal Business/Travel	<ul style="list-style-type: none"> <li>• Individual Pass/Employee Slip</li> </ul>
c) Biometrics Malfunction	<ul style="list-style-type: none"> <li>• Photocopy of Guards' Log Book duly certified by the Chief, Administrative Division and Employee's Log sheet duly certified by the Division Chief of the functional division where the employee is assigned</li> </ul>
d) Leave of Absence	<ul style="list-style-type: none"> <li>• Approved Application For Leave (CSC Form 6) and attachments (if Applicable)</li> </ul>

4. Any lacking attachment with the DTR shall automatically be considered without pay for the particular date and the corresponding amount shall be deducted from the salary.
5. For guidance and strict compliance.

*[Signature]*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

AD-PS-COZ



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DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE NO. VIII

**RELEASED**

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Date: 9/22/23