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

July 3, 2026

OFFICE MEMORANDUM
AD-2026- **350**

**ADJUSTMENT ON THE TIMELINE FOR SUBMISSION
OF DAILY TIME RECORD (DTR)
CSC FORM NO. 48**

To: Functional Division Chiefs
DepEd Regional Office VIII Permanent Employees
Contract of Service Employees
All Others Concerned

1. To ensure complete, accurate, and timely submission of Daily Time Records, all Regional Office Personnel shall individually submit their DTRs to the Administrative Division-Personnel Section.
2. The deadline for submission is still on the fifth (5th) day of the following month. However, if the 5th day falls on a weekend, holiday, work-from-home, or suspension of work, **submission shall be on the next working day.**
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



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