



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Office of the Schools Division Superintendent

August 10, 2022

DIVISION MEMORANDUM
No. 1035 s. 2022

REMINDERS ON THE POLICY OF ON TIME SUBMISSION OF DAILY TIME RECORD (DTR)

To: Rebecca S. Sagot, Ed D, Assistant Schools Division Superintendent
Ramel M. Pilo, Ed D, Chief School Governance and Operation Division (SGOD)
Eduard C. Amoguis, Chief Curriculum Implementation Division (CID)
Education Program Supervisors
Senior Education Program Specialists
Public Schools District Supervisors
School Heads
Teaching and Non-Teaching Personnel

This Office advises all employees to observe the regular and on the time submission of the Daily Time Record (DTR) with complete attachments every 5th day of the following month.

Please be reminded further that failure to submit the duly accomplishment report, approved DTR and its attachments within the above-prescribed period would cause deactivation or non-inclusion of the name of the concerned employee in the payroll for the current month.

For strict compliance.

DEE D. SILVA, CESO V
School Division Superintendent

Per/jci



