

## Republic of the Philippines

## Department of Education

Dates REGION XI SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

August 10, 2022

DEPEDDIVISION OF DAVAD BELAIGRIE RECORDS SEC

RECELVED

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



Address: Mankilam, Tagum City, Davao del Norte Telephone Number: (084) 216 0188 Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



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DEE D. SELVA, CLEG ! School Division Super Literaland

> Andres st. Nackflorn, Tagern City, David del Norte. Talephone Nember. (084) 216 0183 Websitz suwurdepeddaytor.ph. Li Facebook, DepEd Lavag del Norte