



Republic of the Philippines
Department of Education
 REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: APR 30 2024 By: _____
RELEASED

Office of the Schools Division Superintendent

April 29, 2024

Division Memorandum
 No. 246, s. 2024

**REMINDERS ON THE SUBMISSION OF DAILY TIME RECORD (CSC FORM 48)
 WITH COMPLETE ATTACHMENTS AND CORRECT SIGNATORIES**

To: **PSDS**
Chiefs of Office
Education Program Supervisors
Senior Education Program Specialists
Unit Section Heads
This Division
All Concerned

1. In consonance with, Section 5, Rule XVII of the Omnibus Rules Implementing Book V of EO 292 states that all government officials and personnel must render eight working hours a day for five (5) days a week, or a total of 40 hours a week excluding time for lunch.
2. Per Section 4 (6) of Presidential Decree (PD) No. 1445 or the Government Auditing Code of the Philippines provides that Claims against government funds shall be approved with complete documentation and items 1.1.18 4.1.2 of COA Circular NO. 2012-001 dated June 14, 2012, provided the necessary documentary requirements that must be complied with as support to the payment of salaries and wages.
3. In compliance thereto, this Office requires and reminds all employees to observe the regular and on time submission of the Daily Time Record (DTR) with complete attachments and correct signatories **every first Wednesday** of the succeeding month.
4. The signatories of the DTR shall be the following:

FUNCTIONAL DIVISIONS	POSITION	ATTEST/REVIEW	APPROVAL
CID	CID Chief	ASDS	SDS
	EPSs, PSDSs, EPS II, ALS, and other Staff	CID Chief	
SGOD	SGOD Chief	ASDS	SDS
	SEPSs, EPS II, PDOs, Medical Unit/Section Head and other Staff	SGOD Chief	





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Finance Services Component	Accountant, Budget Officer	ASDS	SDS
	Unit Section/ Head and other Staff	Accountant, Budget Officer	
Administrative Services Component	AO V	ASDS	SDS
	Unit Section/ Heads and other Staff	AO V	

5. All Unit Section Heads are to check/attest the DTR of their staff for one day only.
6. Required attachments shall include the following:

a. On official Business/Travel	<ul style="list-style-type: none"> • Locator slip • Authority to Travel • Certificate of Appearance • Memorandum (if applicable) • Accomplishment Report
b. On Personal Business/Travel	<ul style="list-style-type: none"> • Individual Pass/Employee Slip
c. Biometric Malfunction	<ul style="list-style-type: none"> • Photocopy of Employee's Logbook duly certified by the Administrative Officer.
d. Leave of Absence	<ul style="list-style-type: none"> • Approved Application for Leave (CSC Form 6) – 4 copies
e. Work from Home	<ul style="list-style-type: none"> • Approved Individual Workweek Accomplishment Report
f. Flexible Work Arrangement	<ul style="list-style-type: none"> • Flexible Work Arrangement approved by the SDS • Accomplishment Report

7. Further, all personnel mentioned above are mandated to submit accomplishment report together with their DTR.
8. In addition, personnel who are to travel with the SDS shall not be required locator slips except when it is outside of the Area of Responsibility (ACR).
9. For widest dissemination and compliance.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

Cc: All concerned

Personnel / Form6/ 000 ____ / 04292024



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