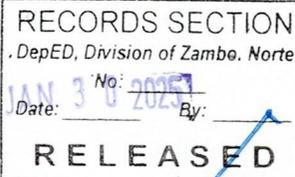




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory No. 20 s. 2025

January 28, 2025

In compliance with DepEd Order (DO) No. 8 s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
But only for the information of DepEd officials,  
Personnel/staff, as well as the concerned public.  
(Visit [www.depedzn.net](http://www.depedzn.net))

**SUBMISSION OF DAILY TIME RECORD (DTR)**

In compliance with, Section 5, Rule XVII of the Omnibus Rules Implementing Book V of EO 292, Presidential Decree No. 1445 or (the Government Code of the Philippines) please be advised that claims against government funds will only be approved upon submission of complete documentation. Furthermore, in accordance with COA Circular No. 2012-001 dated June 14, 2012, all necessary documentary requirements must be provided to support the payment of salaries and wages. Any breach of these rules and regulations cannot be countenanced.

In this regard, we kindly remind all employees to ensure the timely and regular submission of their **Daily Time Record (DTR)**, along with the required attachments and correct signatories every **first Wednesday** of the succeeding month.

For any queries and clarifications, you may contact the Division Personnel Office.

References:

DM 246, s. 2024  
Omnibus Rules Implementing Book V of EO 292  
Presidential Decree No. 1445  
COA Circular No. 2012-001

*[Handwritten Signature]*

PS / Submission of DTR / 1282025



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte