



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



UNNUMBERED MEMORANDUM

No. 339, s 2017

TO : CID Chief/ SGOD Chief
Curriculum Implementation Division
Schools Governance Operations Division
Section Heads
Division Personnel

FROM: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: **MONTHLY SUBMISSION OF DAILY TIME RECORD**

DATE : December 8, 2017

All officials and employees of this Office, except officials with the rank of Assistant Secretary and above, are hereby reminded to submit on a regular basis duly accomplished Daily Time Record to the Personnel Section c/o Ms. Famela Fontarum every 2nd Monday of the succeeding month.

It is expected that actual time of arrival and departure in this Office reflects the time of arrival and departure appearing in the Daily Time Record. In case the employee is on official travel, evidences such as photocopy of the travel authority and appearance must be attached.

Two (2) copies of Daily Time Record together with the attached evidences must be submitted on regular monthly basis. Failure to submit the prescribed Daily Time Record on time shall be dealt administratively.

This will take effect starting the submission of DTR for the month of November 2017.

For strict compliance.

DEPED QUEZON ICT

UPLOADED BY: Ronald

12/08/17

*E: 9:50 PM

Bawat bata kinakalinga!