Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

DEPED QUEZON
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4 December 2025

DIVISION MEMORANDUM
DM No. 1244, s. 2025

SUBMISSION OF DTR AND FORM 7 FOR JANUARY-NOVEMBER 2025

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
OICS/TICS
All Others Concerned

1. In reference to COA Circular No. 2012-001, Sec. 4.1.2, dated June 14, 2012 and CSC Memorandum Circular No. 21, s. 1991, titled **"Policy on Government Working Hours for Government Officials and Employees"**, this Office emphasizes the requirement for the timely and organized submission of the Daily Time Record (DTR) and Form 7 of all teaching and non-teaching personnel.

2. As regular salaries are processed in advance, the DTR and Form 7 serve as mandatory supporting documents for validation and audit after each month of actual service rendered.

3. Accordingly, all schools and offices are directed to submit the following:

   a. **November 2025** files shall be submitted **immediately until December 9, 2025 only.**
   b. DTRs and Form 7 for the period **January to October 2025 to be submitted until January 15, 2026.**
   c. **Monthly submission of DTRs and Form 7 thereafter**, as part of the regular payroll documentation requirements.

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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4. To ensure validity and completeness of monthly submissions, the following guidelines must be strictly observed:

A. Completeness and Supporting Documents

All DTRs must be complete and include all necessary supporting attachments, such as:

- Form 6 (Application for Leave / Leave Form)
- IDLAR/Accomplishment Report, if applicable
- Seminar/Training Certificates or Attendance Documents, if applicable
- Any other required supporting documents that justify absences, official business (OB), school activities, and similar entries reflected in the DTR

B. Organization and Arrangement

- All submissions must be **arranged and organized** (based on Form 7) by district for elementary and by school for secondary, with SHS submitted separately from JHS for secondary schools.
- Each school/district's submission must be complete prior to transmittal to the Division Office. This means that all required DTRs and Form 7 for all personnel covered within the reporting period must be fully compiled, verified, and endorsed as one complete set. Incomplete bundles or submissions awaiting pending documents should not be forwarded.
- Partial, incomplete, or staggered submissions per district/school will not be accepted or will be returned.
- All documents must be properly labeled and organized to ensure efficient validation.
- Submissions must include **one (1) copy** to be attached to the Monthly Regular Salary Payroll.

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C. Monthly Submission Schedule

- All required documents must be included in the regular monthly transmittal to personnel-in-charge.
- Late, incomplete, or improperly arranged submissions may affect the audit and post-verification of regular payroll documents, which require complete supporting attachments.

5. Immediate dissemination and strict compliance is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Persjcr12/04/2025
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