



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 24, 2021

**OFFICE MEMORANDUM**

No. **071**, 2021

To: **Regional Chief of Divisions/Section/Unit Heads**  
**Regional Office Personnel**

**REMINDERS ON THE POLICY OF SUBMITTING THE DAILY TIME RECORD  
(CSC FORM 48)**

1. This Office requires and reminds all employees to observe the regular and on time submission of the Daily Time Record (DTR) with complete attachments every 7<sup>th</sup> day of the following month. If the 7<sup>th</sup> day falls on a Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the 7<sup>th</sup> day of the succeeding month to ensure submission of the Summary Report and Consolidated DTRs to Commission on Audit (COA) every 10<sup>th</sup> day of the month.
2. Please be reminded further that failure to submit the duly accomplished and 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.
3. Effective February 2021, a checklist shall be attached to the DTR certifying the completeness of the attachments by the employee. Any lacking attachment on the DTR will automatically be considered without pay for the particular date.

Required attachments shall include the following:

a) On Official Business/Travel	<ul style="list-style-type: none"><li>• Locator Slip</li><li>• Authority to Travel</li><li>• Certificate of Appearance</li><li>• Memorandum (if Applicable)</li></ul>
b) On Personal Business/Travel	<ul style="list-style-type: none"><li>• Individual Pass/Employee Slip</li></ul>
c) Biometric Malfunction	<ul style="list-style-type: none"><li>• Photocopy of Employee's Log Sheet duly certified by the Chief of the Administrative Division</li></ul>
d) Leave of Absence	<ul style="list-style-type: none"><li>• Approved Application For Leave (CSC Form 6)</li></ul>
e) Work from Home	<ul style="list-style-type: none"><li>• Approved Individual Workweek Accomplishment Report</li></ul>
f) Leave of Absence due to Quarantine	<ul style="list-style-type: none"><li>• Certificate issued by a</li></ul>



and/or Treatment relative to COVID-19	government/private physician • Completion of Quarantine Certificate issued by the local quarantine/ health official • Medical Certificate • Medical Records
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4. Further, small size attachments such as individual pass/employee slip and certificate of appearance must be pasted on an A4 size bond paper.
5. For guidance and strict compliance.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

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