



Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

DepEd DIVISION OF TANGUB CITY  
 CITY OF TANGUB  
**RELEASED**  
 DATE: 27 AUG 2024 8:48 AM

August 22, 2024

DIVISION MEMORANDUM  
 No. 288 s. 2024

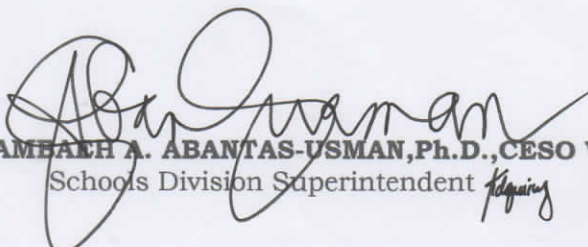
**REITERATION ON THE POLICY OF SUBMITTING THE DAILY TIME RECORD  
 (CSC FORM 48)**

To: District In-Charge  
 Public Elementary and Secondary School Heads  
 Division Section Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

1. This Office requires and reminds all employees to observe the regular and timely submission of the Daily Time Record (DTR) with complete attachments every 3rd day of the following month. If the 3rd day falls on a Saturday, Sunday, or holiday, the deadline for submission will be the last working day prior to the 3rd day to ensure the timely release of Salaries and submission of the Summary Report and Consolidated DTRs to the following offices by their respective deadlines:

Agency	Deadline
Commission on Audit	10 <sup>th</sup> day of the following month
DEPED- Regional Office	5 <sup>th</sup> day of the following month

2. Please be reminded that failure to submit the duly accomplished and approved DTR with all required attachments within the prescribed period will result in the deactivation or non-inclusion of the concerned employee's name in the payroll for the current month.
3. Effective March 2024, any lack of attachment stipulated in Division Memorandum No.113,s.2024,will result in the DTR being automatically considered without pay for the particular date.
4. Furthermore, please submit consolidated DTR by school or by District to the Office of the Schools Division Superintendent through the Receiving Section.
5. For guidance and strict compliance.

  
**SHAMBATH A. ABANTAS-USMAN, Ph.D., CESO VI**  
 Schools Division Superintendent *Shambath A. Abantas-USman*

References: COA Circular No. 2012-001  
 CSC MC No. 01,s.2017  
 Div. Memo No.113,s.2024



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.2024	Page	1 of 1