

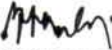


Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2021- 138

TO : ALL DEPED DIVISION OF NEGROS ORIENTAL PERSONNEL

FROM : 
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : CLARIFICATION ON FILLING UP DAILY TIME RECORD (DTR)

DATE : March 28, 2021

1. In view of the COA – Audit Observation Memorandum (AOM) dated February 28, 2022, everyone is reminded to accomplish properly their Daily Time Records (DTRs) as required under Section C.1 of CSC Memorandum Circular No. 21, s. 1991, showing the actual time of arrival and departure of from office.
2. In case the official/employee is on official travel, it shall be indicated in the Daily Time Record and on the logbook that he/she is on official travel.
3. The school/district personnel in-charge is hereby directed to check and review the DTR before submitting to this Office.
4. For strict compliance.

SPP/NLR-JMA-MKP/AdS/1BY

30 MAR 2021



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph