



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 FEB 2023

DIVISION MEMORANDUM

No. 105 s. 2023

**REITERATION ON THE MONTHLY SUBMISSION OF DAILY TIME RECORD
 (DTR) OF ALL TEACHING AND NON-TEACHING PERSONNEL**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Starting February 2023, teaching and non-teaching personnel assigned in schools are advised to prepare 3 copies of DTRs. One set to be filed by them in their respective schools, two sets will be submitted to the division office (1 for DO file and the other for submission to COA). All the school personnel are advised to separate the DTRs to be filed by DO and the DTRs to be submitted to COA.
2. School heads are advised to submit 3 copies of their DTRs to the division office.
3. Employees in the division office proper are also advised to submit 3 copies of their DTRs.
4. All concerned employees are reminded to attach certificate of appearances, travel orders and other relevant documents in their DTRs.
5. Immediate and strict compliance to this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



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