



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

27 August 2025


DIVISION MEMORANDUM  
No. 578 s. 2025

**AMENDED PROCEDURES FOR DAILY TIME RECORD (DTR) SUBMISSION FOR SCHOOL HEADS**

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

1. In line with **Division Memorandum No. 328, s. 2025**, titled **School's Monthly Submission of Summary of Submitted Daily Time Records (DTRs)**, this Office hereby amends the procedures for the submission of DTRs for School Heads to ensure the veracity of attendance entries, which shall be verified by the Schools Division Superintendent (SDS).
2. In accordance with the above, starting with the submission for the month of August 2025, School Heads on **official business** must submit and upload a **scanned copy** of relevant documents, such as travel orders, locator slips, certificates of appearance/participation, and other supporting attachments, must be submitted and uploaded in the same link where the soft copy of the DTR summary is submitted: <https://tinyurl.com/Summary-DTRSubmission>. However, the hard copies of the said documents must still be kept on file at the school. In addition, the school personnel file attachments must also be kept on file, as their DTRs must be verified by the School Head.
3. The said attachments are to be merged into **one (1) PDF file only** and uploaded through the designated link. Please ensure that the file is named following this specific format: **[NameofSchoolHead-Month-Year]** for easy identification and proper filing.
4. It is also reiterated that all employees are required to attest under oath to the **veracity and truthfulness of the entries** in their respective **logbooks of attendance**. All officials and employees must log in chronologically by signing and indicating their time of arrival and departure from the office or school. Failure to do so, or the submission of a DTR knowing it contains inaccuracies or irregularities in the logbook entries, shall be grounds for administrative liability and may result in charges of perjury.

4. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: Division Memorandum No. 328, s. 2025

To be indicated in the Perpetual Index  
under the following subjects:

**DAILY TIME RECORD  
ATTENDANCE**

OSDS Personnel Unit – amended procedures for daily time record (dtr) submission for school heads  
PERHROCM-001825 /August 27, 2025