




Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF ANGELES CITY

DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OF ANGELES CITY  
**RELEASED**  
 BY:  APR 17 2024

17 Apr 2024

**DIVISION MEMORANDUM**  
 No. 153 , s. 2024

**SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD) AND OTHER PERTINENT DOCUMENTS FOR PAYMENT OF SALARIES AND WAGES**

To: Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

1. This Office reiterates adherence to the CSC MC NO. 1 s. 2017 on "Reiteration of the Policy on Government Hours; and the Administrative Offences of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours" and COA Circular No.2023-004 Prescribing the Updated Documentary Requirements for Common Government Transactions as guiding principles in compliance with the submission of Daily Time Record (DTR) as the basis to payment of salaries and wages.

2. Required attachments to the DTR shall include the following:

a. On Official Business/Travel b. Field Monitoring	<ul style="list-style-type: none"> <li>• Approved Travel Order</li> <li>• Certificate of Appearance</li> <li>• Memorandum (if applicable)</li> <li>• Locator Slip</li> </ul>
c. Leave of Absence	<ul style="list-style-type: none"> <li>• Approved Application for Leave (CSC Form 6)</li> </ul>
d. Biometric Malfunction	<ul style="list-style-type: none"> <li>• Certified true copy of School Logbook</li> <li>• Certification for non-usage of biometric signed by immediate head (for schools with power outage)</li> </ul>

3. All undertime and absences reflected in the DTR without supporting document/s shall be deducted from the Leave Credits earned for non-teaching personnel and service credits earned for the teaching personnel.

4. Failure to submit duly accomplished DTR and pertinent documents on the deadline would cause deactivation or non-inclusion in the payroll of the concerned personnel. In case of non-inclusion to payroll, it would be the responsibility of the



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personnel to do over the counter payment directly to the Government Financial Institutions (GFIs) and Private Lending Institutions (PLIs).

5. Deadline of submission of the said documents to the Division Office shall be every fifth (5<sup>th</sup>) day of the following month. In case the deadline falls on a weekend of holiday, submission shall be adjusted to the last working day prior to the 5<sup>th</sup> day. For non-teaching personnel, all documents shall be submitted in one (1) copy only. For teaching personnel, only the summary of tardiness and absences for the month shall be submitted.

6. This memorandum shall take effect immediately.

7. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.

**ENGR. EDGARD C. DOMINGO PhD CESO V**  
Schools Division Superintendent

*Encl.:* None

*Reference:* As stated

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

DAILY TIME RECORD ATTENDANCE SALARY PAYROLL

MCS/AOV/April 12, 2024



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