

DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

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December 19, 2013

MEMORANDUM

TO : All Section Heads

RE : Checking and Review of Daily Time Record for City-paid Administrative Aides

1. The Daily Time Record (DTR) is an important official document which records the work attendance of the employees. Inconsistency in the filling up of the DTR is however observed which prompted this Office to come up with a control measure to ensure that work attendance is properly filled up.
2. For this purpose, you are hereby directed to check and review the DTR of the city-paid administrative aide(s) under your immediate supervision and affix your signature/initial below the name of the Schools Division Superintendent (SDS) affirming to the consistency of the work attendance. The DTRs with your initial shall then be forwarded to the HR Section for initial below the name of the SDS. All DTRS with initials of the immediate section head and HR shall be forwarded to the Office of the Schools Division Superintendent or his authorized representative/officer-in-charge in case of official travel, for further action.
3. Further, you are directed to notify the city-paid administrative(s) under your immediate supervision on this internal control policy in filling up DTR.
4. For compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent


Copy furnished:
Records Section
OIC-City HRMO

