



July 25, 2018

**DIVISION MEMORANDUM**

No. 510, s. 2018

**SUBMISSION OF DAILY TIME RECORDS OF DEPLOYED TEACHERS**

**To:** *PSDS/District OICs*  
*Elementary/Secondary School Principals/Heads*  
*School Principals of Implementing/Operating Units*

1. It has come to the knowledge of this Office that some teachers deployed outside the school where their plantilla items belong, or school of origin, often fail to submit their CSC Form 48 or Daily Time Records (DTR) at the end of each month.
2. To address this predicament, the concerned teachers are required to submit their duly accomplished DTR *before the 5th day of the following month* to the School Principal/School Head of the school where their plantilla items belong, in order to be included in the report in the Form 7 which is submitted on the *fifth day* to this Office.
3. Failure of the submission of the same shall be reflected on the Form 7 of the school of origin as "NO DTR".
4. By all intent of this Memorandum, a duly accomplished DTR should mean that the same has been checked/verified and signed by the School Principal or School Head of the school where the teacher is deployed.
5. All DepEd personnel are hereby reminded that non-submission of DTR constitutes the offense of *Violation of Reasonable Office Rules and Regulations*, as provided under **CSC Resolution No. 970406**, dated January 28, 1997; without prejudice to the holding of the salary for the particular month.
6. This Order shall take effect starting with the July 2018 DTR.
7. For widest and immediate dissemination and strict compliance.

  
**DR. RHEA MARA. ANGTUD, Ed. D. CESO IV**  
Schools Division Superintendent