

April 29, 2019

DIVISION MEMORANDUM

No. 243, s. 2019

**MONTHLY SUBMISSION OF REPORT ON TARDINESS AND UNDERTIME
INCURRED BY NON-TEACHING PERSONNEL**

To: PSDS/District OICs
Elementary/Secondary School Heads

1. Please be informed that effective May 2019, this Office requires the field to submit a monthly *Report on Tardiness and Undertime* incurred by non-teaching personnel in the field.
2. The report will be utilized by the HR Department as basis of the effective deduction of the total number of hours or minutes a non-teaching personnel incurred for coming late to the work station (**tardy**) and leaving the same before the 8-hour work day is completed (**undertime**), against the available Leave Credits or against the monthly salary, as the case may be.
3. The manner of submission, which is required every 10th day of the month, must be strictly done in the following:

Elementary	-	by district, signed by the PSDS
Secondary	-	by school, signed by the School Administrator
4. For purposes of uniformity, a prescribed template is hereto attached.

For:

DR. RHEA MAR A. ANGTUD, CESO IV
Schools Division Superintendent


DR. ESTER A. FUTALAN
Assistant Schools Division Superintendent
Office -In-Charge

Report on Absences, Tardiness, Undertime and Loafing

District (for Elem.) : _____
 School (for Sec.) : _____

Name of Personnel	Position Title	No. of days absent	No. of times Loafing	No. of mins/hrs tardy	No. of mins/hrs of undertime	Total No. of mins/hrs for tardiness and Undertime

Prepared by: _____

Approved: _____
 PSDS or School Administrator