



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

Office of the Schools Division  
Superintendent

July 8, 2020

**DIVISION MEMORANDUM**  
No. 171, s. 2020

**GUIDELINES IN ACCOMPLISHMENT AND SUBMISSION OF THE DAILY TIME RECORD  
(DTR) OF ALL DEPED PERSONNEL**

To: Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads  
Non Teaching Personnel

1. To encourage uniformity and eliminate confusions in complying the monthly submission of the DTR of all DepEd personnel, this Office hereby emplaces the guidelines and policies relative thereto as follows:

- Onsite (**all DepEd Personnel**) - CSC Form 48 or Daily Time Records shall include only the log-in time (morning) and log-out time (afternoon) of that particular day, considering that the period between 12pm to 1pm is considered part of the 8-hour actual service, as illustrated below.

*Illustration 1.*

Days	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:45	Onsite		4:00		
2	7:59	Onsite		4:00		

- Work from Home (**Division Office Personnel**) - before June 22, 2020, the first day of the official use of the Time Attendance Monitoring Form or TAM in the office, the DTR shall be accomplished only with the entry “WFH” (*Illustration 2*). Thereafter, the DTR shall be accomplished according to the time recorded in the TAM, to be printed and attached, plus the entry “WFH” (*Illustration 3*).



Illustration 2. Before June 22, 2020

Days	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
18	WFH					
19	WFH					

Illustration 3. Starting June 22, 2020 (with TAM)

Days	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
22	7:10	WFH		5:00		
23	7:50	WFH		5:00		

- Work from Home (**PSDSs/OICs**) – the DTR shall be filled out with “WFH” for the workdays before June 24, 2020 (*Illustration 4*), thereafter, the DTR shall be accomplished according to the time recorded in the TAM, to be printed and attached, plus the entry “WFH” (*Illustration 5*).

Illustration 4. Before June 24, 2020

Days	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
22	WFH					
23	WFH					

Illustration 5. Starting June 24, 2020 (with TAM)

Days	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
24	7:10	WFH		5:00		
25	7:50	WFH		5:00		



- For the teaching personnel and other non-teaching personnel not mentioned above, the compliance of TAM had started last July 1, 2020 and must be observed strictly thereon.

**Note:** *Schools with approved 7:30am – 4:30pm work schedule may choose to adopt the same schedule and may conclude operation as early as 3:30pm.*

2. Please be informed that the TAM Form had been revised already to include “Break-out” and “Break-in” buttons for WFH option. This would mean that complete WFH attendance cycle will have four (4) entries: **Login, Break-out, Break-in and Logout**. The revised TAM will be available for use on *July 13, 2020* (Monday) at **<https://bit.ly/TAMFormV2>**.
3. For the submission of the DTR, the following shall be observed:
  - **Division Office Personnel** – original copy of the DTR and Accomplishment Report shall be submitted to the personnel in-charge in the following offices; OSDS, CID and SGOD not later than the 5<sup>th</sup> day of the month.
  - **PSDSs/OICs and School Heads** – original copy of the DTR and Accomplishment Report shall be submitted at the sub office, with reference to *Division Memorandum No. 159, s. 2020*, not later than the 5<sup>th</sup> day of the month, to the staff of the ASDS assigned in the said area. However, if the place of abode of the PSDS or School Head is proximately closer to another sub office, the DTR maybe there provided that the sub office, where his/her district belongs to, is properly informed.
  - **Teaching and other school personnel** – original copy of the DTR and Accomplishment Report shall be submitted to the District Bookkeeper or anybody designated by the PSDS, not later than the 5<sup>th</sup> day of the month. Should any of his/her staff or personnel have difficulty in submitting the original copy, for very valid reasons, the same must be annotated in the Summary of Absences, Tardiness and Undertime or in the E-Form 7. The Districts are enjoined to handle the safe-keeping of the original copy of the DTR and other supporting documents for future use of the COA and other purposes.
4. Please be informed that for the present month, July 2020 only, this Office provides an extension of the submission of the DTR until July 14, 2020.

**MARILYN SPANDALES, EdD, CESO V**  
Schools Division Superintendent



**Address:** IPHO Bldg., Sudlon, Lahug, Cebu City

**Telephone Nos.:** (032) 520-3216 – 520-3217; SDS Office: (032) 255-6405; ASDS Apao: (032) 236-4628