



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

24 Feb 2025

DIVISION MEMORANDUM

OSDS No. 036s. 2025

SUBMISSION OF MONTHLY DAILY TIME RECORD (DTR) AND REQUIRED
DOCUMENTARY ATTACHMENTS

To: Public Schools District Supervisors/Principals In Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with existing government policies on attendance and leave monitoring, pursuant to **CSC Memorandum Circular No. 41, s. 1998** on the Omnibus Rule on Leave particularly **Section 5 of Rule XVII** of the said Omnibus, all employees are hereby reminded to submit their Monthly Daily Time Record (DTR/CS Form 48) along with the required documentary attachments not later than the **5th working day** of every month or of the following month for personnel under the regular payroll and the **5th calendar day** for those not yet in the roster of the regular payroll.

2. The following are the required documentary attachments that must be submitted along with the Monthly Daily Time Record (DTR):

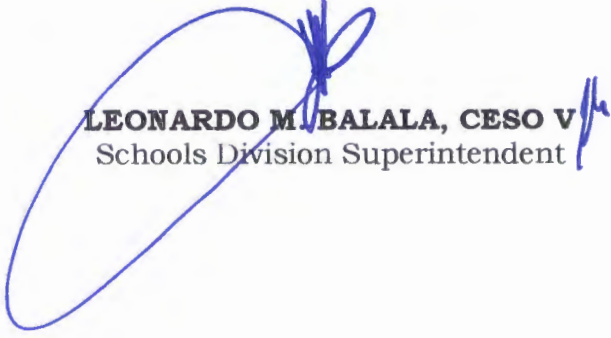
- a. **Official Business (OB) Declaration:** This must be accompanied by a duly approved memorandum, travel order, locator slip, certificate of appearance, or any other pertinent document that formally verifies the official business engagement.
- b. **Leave of Absence:** Must be accompanied by a duly accomplished and signed leave form (CS Form 6) (applicable to all personnel)
- c. **Other Attendance-Related Documents:** Any additional documents deemed necessary to validate the authenticity of the attendance, as stipulated in the office policy.

3. **All claims related to attendance and official time must be substantiated by proper documentation. Failure to attach the required supporting documents for any declared official business (OB) in the DTR may result in the automatic deduction of the corresponding hours/days from the employee's salary.**

4. Immediate dissemination and compliance with this memorandum is desired.



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LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

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

ATTENDANCE	DEDUCTIONS
SALARY	POLICY

SJLDR/DM- submission of monthly daily time record (dtr) and required
documentary attachments
0000/February 24, 2025