



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

OFFICE MEMORANDUM

No. 077 s. 2022

FEB 02 2023

SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD) AND OTHER PERTINENT DOCUMENTS FOR PAYMENT OF SALARIES AND WAGES

To: Chief Education Supervisors (CID and SGOD)
Administrative Officer V
Administrative Officer IV (HRMO II)
Functional Unit Heads
All Others Concerned

1. This Office reiterates **Section 4 (6) of Presidential Decree No. 1445** otherwise known as the *Government Auditing Code of the Philippines* provides that *Claims against government funds shall be approved with complete documentation*; items 1.1.1 and 4.1.2 of **COA Circular No. 2012-001** dated June 1, 2022 provides the necessary documentary requirements that must be submitted and/or complied with as support to the payment of salaries and wages, and **CSC Memorandum Circular No. 21, s. 1991** also known as *Policy on Government Working Hours for Government Officials and Employees* as the guiding principles in compliance with the submission of Daily Time Record (DTR).

2. In view of the above-mentioned rules and regulations, this office shall strictly impose the submission of the following documents in two (2) copies for the HR and COA as follows:

- a. **Daily Time Record** duly signed by immediate head (*may refer to Screenshot of ConTRACS DTR; or Biometric DTR; or Manually-produced DTR*)
- b. **Approved Form 6** with Form 41 (Medical Certificate) if applicable (*in case of leave of absence*)
- c. **Approved Pass Slip** (*in case of personal errand or concerns*)
- d. **Approved Travel Order** (*in case of official travel*)
- e. **Certificate of Appearance** (*in case of field monitoring*)

All division personnel are likewise reminded to complete the entries in the logbook.

3. Deadline of submission of the said documents shall be **every third (3rd) day of the following month** which shall be submitted to the Personnel Unit c/o Mrs. Katherine Jo Rufano with corresponding DocTRACS Number. In case the deadline falls on a weekend or holiday, submission shall be adjusted to the last working day of prior to the weekend or holiday.

4. For widest dissemination and strict compliance.

NICASIO S. FRIO EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent