



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

KM 40
FYI *pl.*

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Sabina

Ref. No. 2022- 11- 101

November 22, 2022

MEMORANDUM FROM THE DIRECTOR

TO : PERMANENT EMPLOYEES AND PERSONNEL ENGAGED THROUGH CONTRACT OF SERVICE (COS)

SUBJECT : ATTACHMENTS TO MONTHLY SUBMITTED DAILY TIME RECORDS (DTRS)

Sec. 4(6) of P.D. 1445 or the Government Auditing Code of the Philippines provides that claims against government funds shall be supported with complete documentation.

In compliance with the above-mentioned legal mandate, all BAR employees are hereby enjoined to submit as attachment to their monthly submission of Daily Time Records (DTRs), a copy of their Approved Travel Orders (TOs), Certificate of Appearances (CAs), Applications for Leaves (AFLs) or Personnel Locator Slips (PLS), whichever is applicable.

This memorandum shall take effect retroactively on November 16, 2022 and shall remain in force unless revoked in writing.

For information, guidance and strict compliance.

JOELL H. LALES