



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Ref. No. 2023-10- 82
October 2, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR PERMANENT EMPLOYEES

SUBJECT : REITERATION OF THE TIMELY SUBMISSION OF THE MONTHLY DAILY TIME RECORDS (DTR)

This is to reiterate compliance with Memoranda from the Director Nos. 2022-08-83 dated August 2, 2022¹ and 2022-11-101 dated November 22, 2022², gently reminding all BAR permanent employees to submit their duly signed monthly DTRs within **ten (10) working days** upon receipt from the Human Resource Management Section (HRMS).

Said submission of DTRs shall include all the necessary attachments, such as copies of approved Travel Orders, Certificates of Appearance, Approved Leave Applications, Personnel Locator Slips, and other pertinent documents for attendance monitoring and updating of leave credit balances.

Late or incomplete submissions will result in delays in the approval of applications for leave as well as processing of other HR-related documents or dropping from the payroll of salaries.

For your information, guidance and compliance.


JUNEL B. SORIANO, PhD

¹ Monthly Submission of Daily Time Records (DTR)

² Attachments to Monthly Submitted Daily Time Records (DTR)

