



Ref. No. 2024- 132
July 5, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR PERMANENT EMPLOYEES

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

This is to reiterate to all permanent staff of this bureau, that in 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 Unit (HRMU).

Please be advised that starting May 31, 2024, we are required to submit **two (2) sets** of original DTRs with all the necessary attachments, such as, but not limited to copies of approved Travel Orders, Certificates of Appearance, Approved Leave Applications, Personnel Locator Slips, and other pertinent documents related to attendance monitoring and updating of leave credit balances. This is in compliance with COA Circular 2012-001 dated June 14, 2012³ which requires attachment of individual original DTRs as documentary requirements for the issuance of payroll of salaries.

Late or incomplete submissions of DTRs shall result in delays in the approval of applications for leave, processing of other HR-related documents or may cause the employee to be dropped from the payroll of salaries, which shall also be reflected in their individual service records.

This Memorandum shall take effect retroactively on May 31, 2024.

For your information and compliance.


JUNEL B. SORIANO, PhD

¹ Monthly Submission of Daily Time Records (DTR)

² Attachments to Monthly Submitted Daily Time Records (DTR)

³ Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions