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August 2, 2022

MEMORANDUM FROM THE DIRECTOR

THROUGH : **ANTHONY OBLIGADO, Ph.D.**
Assistant Director-designate for Research Support Services

TO : **ALL DA-BAR PERMANENT EMPLOYEES**

SUBJECT : **MONTHLY SUBMISSION OF DAILY TIME RECORDS (DTR)**

Sec. 2 of Rule XVII, Omnibus Rules Implementing Book V of E.O. No. 292 provides that each head of department or agency shall require a daily record of attendance of all officials and employees under him including those serving in the field or on the water, to be kept in the proper forms and, whenever possible, registered on the bundy clock. Likewise, Sec. 194 of the Government Accounting and Auditing Manual (GAAM) provides that the service being paid must be actual and according to prescribed office or working hours, recorded on a time record, certified correct by the employee concerned, and approved by his immediate superior. Sec. 4(6) of P.D. 1445 further provides that claims against government funds shall be supported with complete documentation.

In compliance with the above-mentioned legal mandates, all BAR permanent employees are hereby directed to submit their monthly DTR's within ten (10) working days upon receipt of the DTR print out. This shall include all necessary attachments such as approved Leave of Absence, Travel Orders, Locator Slips and other relevant documents required for the updating of leave credits, proper documentation and validation.

Non-submission and/or non-compliance shall mean the non-processing of monetization of leave credits and withholding of salary of the concerned personnel.

This memorandum shall take effect immediately and shall remain in force unless revoked in writing.

For information, guidance and strict compliance.


JUNEL B. SORIANO, Ph. D
Director



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with empowered and prosperous farmers and fisherfolk*

