



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

April 8, 2022 - 4T

MEMORANDUM

TO : **ALL COS EMPLOYEES**

FROM : **OFFICE OF THE DIRECTOR**

SUBJECT : **SUBMISSION OF ORIGINAL DAILY TIME RECORD (DTR) WITH ATTACHMENTS**


This refers to the submission of the original copy of the DTR with attachments of COS Employees relative to the processing of salaries. It has come to the Finance Unit's attention that some of the submitted DTR were advance copies instead of the original. Moreover, submission of compliance for such advance copies were also behind the intended schedule.

In this regard, all DTR must be accomplished and submitted complete with all the necessary attachments within the next succeeding working day of each cut-off period. Failure to comply to such will result to non-inclusion in the processing of payroll. Likewise, such employee would be responsible in preparing his/her own Obligation Request and Status (ORS) and Disbursement Voucher (DV).

In case that an employee would be on an official travel on the cut-off period, such employee should ensure that his/her DTR is duly accomplished with all the attachments needed before proceeding to his/her official travel.

This Memorandum shall take effect immediately and shall remain in force unless revoked in writing. All other orders or memoranda inconsistent herewith are deemed revoked

For your information and strict compliance.


F: **JUNEL B. SORIANO, Ph. D**
Director



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A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk

