



Republic of the Philippines
 Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City

DIVISION MEMORANDUM

No. 00s. 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Principals
 Unit Heads
 Teaching and Non-Teaching Personnel
 All others Concerned

From: 
MARIZA S. MAGAN, EdD CESO V
Schools Division Superintendent S.O. W. 20
 S. 2022

Subject: **Approved Form 6 as Attachment to the Submission of Daily Time Record (DTR) and Reconciliation of Service/Leave Credits of a Disapproved Request for Leave of Absence or Monetization**

Date: November 18, 2022

1. Relative to Division Memorandum No. 281, s. 2022-Guidelines on the use of Biometric Time Recording System (BTRS) in monitoring attendance of employees in all schools and of the Division Office, this office hereby informs all Personnel of Schools Division of Tacloban City of the attachment of an approved Form 6 in the submission of a duly signed Daily Time Record (DTR) by an authorized personnel/Authority to the Records Office effective November 2022 following the deadline/date of submission as stipulated in DM 281 and ensuring all subducted service/leave credits of a disapproved request for a leave of absence or monetization by an employee shall be reconciled immediately by the records section. Proper coordination with Budget or Accounting personnel is deemed necessary to establish procedure in recording back those service/leave credits to the ledger of the employee.

2. Further, all units/divisions/schools are directed to bring on the filing of Form 6 of their employees from Step 1 up to the last step so that by the end of every month these documents are ready for reference by the signing authority of the Daily Time Record (DTR).

3. For information, guidance and compliance.



RELEASED
 Date: 11/18/22
 Time: 12:22 PM

