



Republic of the Philippines
Department of Education
CARAGA REGION



March 18, 2020

REGIONAL MEMORANDUM
No. 170, s. 2020

GUIDELINES ON THE PREPARATION AND ACCOMPLISHMENT
OF DAILY TIME RECORDS (DTR's) DUE TO ADOPTION OF
ALTERNATIVE WORK ARRANGEMENT

To: Assistant Regional Director
Chiefs of the Regional Divisions
Schools Division Superintendents
All Concerned
This Region

1. The Department of Education issued the 5th Set of Policy Directives of DepEd Task Force COVID-19, which allows suspension of classes to avoid further spread of the Coronavirus and DepEd Order 043, s. 2020 which grant heads of offices the discretion to adopt alternative work arrangement among its employees.
2. With the subsequent declaration of community quarantine among various provinces, cities and municipalities within Caraga Region it is hard for some Schools, SDOs and Regional employees to gain access to and from their respective stations due to regulatory measures implemented by each local government unit.
3. In compliance thereof, Schools, SDOs and even this Regional Office opted to adopt skeletal workforce and work from home work arrangement to help the government curb the escalation of the coronavirus.
4. School Heads and Schools Division Superintendents are therefore directed to implement the following guidelines on Daily Time Record (DTR) preparation and accomplishment for Teaching and Non-Teaching personnel.

4.1. For Schools and Schools Division Office Employees:

a. School personnel both teaching and non-teaching who were required not to report to school effective March 13, 2020, shall not enter a time of log in and log out in their DTR and instead they will enter "work from home", except if they were required to render skeletal workforce, in which case a corresponding time of arrival and departure from office shall be entered.



b. Entries in the DTR from March 1, 2020 to March 12, 2020 shall be provide with appropriate time of log in and log off and if the teacher or employee is absent an entry of "on leave" shall be entered or if on official business or official time "OB" or "OT" shall be entered and supported by certificate of appearance and travel authority.


4.2. For Regional Office Employees:

a. Regional employees shall enter their time of log in and log out from March 1, 2020 to March 17, 2020 with appropriate time of arrival and departure from office;

b. Entries in the DTR from March 18, 2020, until such time that there are changes of work arrangement, shall be "work from home" except if the employee concerned is required to rendered skeletal workforce, in which case a corresponding time shall be entered.

5. Prior issuances inconsistent herewith are hereby revoked, repealed and modified accordingly.

6. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer- In-Charge
Office of the Regional Director

Encls.: NONE

Reference: CSC Announcement No. 12, s. 2020
DepEd Memorandum No.043 s. 2020

ASD/jbr
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