



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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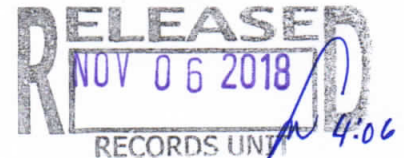
November 5, 2018

DIVISION MEMORANDUM

No. 261, s. 2018

TO: Chief Education Supervisors, CID and SGOD
Administrative Officer V
Elementary School Heads
Public Schools Only

DIVISION OF CITY SCHOOLS
MARIKINA



**DRY-RUN OF THE CENTRALIZED DAILY TIME RECORD (DTR) SYSTEM IN THE
ELEMENTARY LEVEL**

1. Relative to the upcoming implementation of the Centralized Daily Time Record (DTR) System in the Elementary schools, there will be a system dry-run from **November 12, 2018 to December 10, 2018**.
2. The dry-run will allow teachers to get used to the new attendance system and provide the Schools Division Office the opportunity to identify the areas of improvement until its full implementation.
3. During the dry-run, each national paid personnel will register his/her attendance side-by-side with the old biometric device:
 - a. Teachers – one (1) Time in, one (1) Time out
 - b. Non-Teaching personnel – AM in, AM out, PM in, PM out
4. School ICT coordinators are requested to educate and provide technical assistance to all registered personnel with regards to registration and use of the time and attendance system.
5. For concerns and issues, please call the Division ICTU at 275-2941.
6. Immediate and wide dissemination of this Memorandum is highly desired.

JOEL T. TORRECAMPO

Officer-In-Charge

Office of the Schools Division Superintendent