



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

04 January 2021

MEMORANDUM No. CCDP 21-001

TO : The Deans, Directors, Heads of Units and Offices

ATTENTION : Administrative Officers

SUBJECT : UP Manila Internal Guidelines on Attendance and Submission of Daily Time Records (DTRs) during the Community Quarantine Period

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Pursuant to **Memorandum No. NGY 20–113: Submission of Daily Time Records during the Community Quarantine Period**, please find below UP Manila’s internal guidelines on attendance and submission of Daily Time Records of administrative personnel during this period:

1. Employees to submit their Daily time Records on the following months indicating “Worked from Home (WFH)” or Skeletal Workforce (SWF)” on specific dates where applicable:
  - a. **March 16 – 31, 2020**
    - The Daily Time Records issued by HRDO to employees before the lockdown should have bundy clock-generated entries for the period March 1-15, 2020 and WFH or SWF entries for the period March 16-31, 2020.
  - b. **April 1 – 30, 2020** - indicate WFH or SWF on the Daily Time Record hard copy.
  - c. **May 1 -31, 2020**
    - Employees who started using the Daily Time Recording System (DTRS) apps since its initial implementation on May 5, 2020, may submit a DTRS generated copy. Attached is a guide on how to print the DTRS.
2. Employees to submit printed copy of DTRS attendance (**no need to attach the work accomplishment**) for the months of June and onwards. Those who have no access to DTRS shall use the Daily Time Record in paper form (may be downloaded from the HRDO website).
3. The e-signed Daily Time Record from DTRS apps is acceptable but if possible, please submit the Daily Time Records with wet signatures since physically signed copies will be required later when it is already possible for everyone to sign physically.
4. The head of office or supervisor is given a maximum of ten (10) times a month to overwrite the entries in the DTRS of each employee. Employees are expected to be diligent in doing their daily time in/out.
5. Due to the pandemic, the official time was suspended effective June 1, 2020. Sliding flexible time was implemented with recognized working hours from 7:00am to 7:00pm and with prescribed core working hours from 9:00am to 3:00pm. The employee shall be considered on leave if he/she fails to work on the prescribed core working hours.

6. The employee shall complete 40 hours of work per week in compliance with the Civil Service Commission's requirement. If the accumulated number of hours of work rendered per week is less than 40 hours, the deficiency shall be considered as undertime.

Please consolidate all Daily Time Records from March to December 2020 and submit to HRDO on or before 31 January 2021. The Daily Time Records for January 2021 and the succeeding months shall be regularly submitted on the 7th day of the following month.

Also, we would like to invite your attention to the provisions of **CSC MC No. 18, s. 2020 re: Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic** (attached). The Civil Service Commission has laid down defined parameters in the implementation of Alternative Work Arrangements (Item 3.0), which should serve as guide in the adoption of appropriate work arrangement among your staff, to be submitted to HRDO after the Chancellor's approval.

Please contact the Human Resources Development Office (HRDO) for any query or clarification regarding this memorandum.

For information, guidance and strict compliance.



Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor