



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

10 October 2022

MEMORANDUM ORDER CCDP 2022-301

TO : The Deans, Directors and Heads of Units
ATTENTION : All REPS and Administrative Staff
SUBJECT : Reiteration of the Use and Submission of DTRS

In compliance with Memorandum No. CCDP No. 2022-220, all REPS and administrative personnel are required to submit their DTRS-generated work accomplishment report (WAR) at the end of each month.

The accomplishments included in the WAR must be in accordance with the tasks enumerated in the employee's PES and IPCR including the other extraordinary or innovative tasks that have been accomplished for the period.

The WAR must be consolidated monthly at the college/unit level and submitted to the assigned google drive provided by the HRDO. The submission of the WAR shall be monitored by the Administrative Officers of colleges/units and HRDO.

For strict compliance.

Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor