



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

15 June 2023

**MEMORANDUM NO. CCDP-2023-159**

TO : All Concerned Personnel

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

SUBJECT : Reiteration of Policies on Daily Time Records (DTRs), Certificates of Service (COS) and Manual Entries in the DTRs

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This is to reiterate the following policies on DTRs, COS and manual entries:


1. Pursuant to Memorandum No. MSVA 14 – 76 and in compliance with CSC MC No. 21, s. 1991 on “Policy on Government Working Hours for Government Official and Employees”, all concerned personnel are required to submit their duly accomplished DTRs/COS to the Human Resource Development Office (HRDO) every 7th day of the succeeding month.

Failure to submit DTR/COS is a violation of reasonable office rules and regulations and is considered a light offense punishable by reprimand for the first offense; suspension of one day to thirty days for the second offense; and dismissal from the service for the third offense.

2. Pursuant to Memorandum No. RLA 08-01,
  - a. Only two manual entries will be allowed in the DTR per month.
  - b. Two or more manual entries will be subject to evaluation (e.g. defective bundy clock, etc)
  - c. Manual entries during overtime, work suspensions, and typhoon are not allowed.
  - d. If an employee is on official business, a certificate of appearance signed by an authorized representative of the institution visited by the employee should be submitted.
  - e. Manual entries during attendance to training and seminars held outside the University shall be supported by a certificate of manual entry signed by the head of the office.
  - f. The use of a logbook must be maintained in every office to serve as a basis for the employee’s attendance in case the DTR is lost or misplaced.

Further, pursuant to Section 4 of Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292 or Government Working Hours, falsification or irregularities in keeping time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant. Falsification and dishonesty are grave offenses punishable by dismissal from the service for the first offense. (RRACCS, Sec. 46-A)

For guidance and strict compliance.

  
**Carmencita D. Padilla, MD, MAHPS**  
Professor and Chancellor 