

DRN: III-FO-HRMDD-PAS-A-COMM-24-04-22824-S

MEMORANDUM

TO : ALL DSWD FIELD OFFICE III PERSONNEL

FROM : THE REGIONAL DIRECTOR

SUBJECT : REITERATION ON ACCURATE RECORDING OF DAILY TIME RECORDS

DATE : 05 APR 2024

In light of our commitment to uphold the highest standards of honesty and integrity within our department, this memorandum serves as a reminder to all employees about the importance of accurately and truthfully recording details in the Daily Time Records (DTR).

The Civil Service Commission (CSC) categorizes the falsification of official documents, including DTRs, as a grave offense, warranting dismissal from the service for the first offense. This underscores the critical nature of ensuring that all entries in your DTR reflect only true and correct details of your attendance and work hours.

We understand that mistakes can happen; however, intentional misrepresentation or tampering with DTRs is not only unethical but also punishable under CSC regulations. To maintain transparency, fairness, and accountability within our office, it is imperative that each employee adheres strictly to this policy.

For your strict adherence.


DIR. VENUS F. REBULDELA

mmp/jvc/mrvap