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MEMORANDUM CIRCULAR NO. 28

Series of 2020

T O: All VSU Regular Employees

R E: Deadline in the Submission of Daily Time Record to the Personnel Records and Performance Evaluation Office (PRPEO) and Deletion from the Payroll for Those Who Fail to Submit Within the Deadline

It has been observed that even with the deadline set for the submission of Daily Time Record every 5th day of the following month, more than half of the regular employees fail to submit. As a result, regular payroll as processed lacks the required attachment of DTR and approved leave of absence of the previous month.

With VSU's certification under ISO 9001:2015, there is a need to comply with one of our quality procedures regarding processing of vouchers and payrolls. Unfortunately, due to failure of some to submit the DTRs and leave on time, these required attachments could not be submitted. Such failure is a good source for non-conformities (NC) during the surveillance audit.

Worst, when asked randomly by our COA Resident Auditor, the Cashier could not submit a regular payroll complete with supporting documents, making the entire payroll disallowed in audit.

In order therefore to protect those who submitted on time from their salaries being disallowed in audit and to avoid possible NC during the surveillance audit, there is a need to strictly implement effective immediately the existing policy of deleting from the second quincenapayroll those employees who fail to submit their previous month's DTRs on the 5th day of the current month. For example, an employee who fails to submit his/her DTR for the month of February, 2020 on March 5, 2020, will not be included in the second quincena payroll for March. He/she can only request for preparation of a special voucher after presenting an Official Receipt for paying the fines of P100.00 as prescribed per BOR Resolution No. 42, Series of 2007.

Finally, in order not to affect timely downloading of biometrics data to generate the daily record of attendance of employees, all heads of departments/office/centers are requested to advise those in-charge (utility-workers/secretaries) not to put off the biometrics machine. When not in use, the machine and the server are expected to sync the captured data in order to facilitate the downloading and the printing of the daily record of attendance.

To reiterate, faculty and staff who cannot submit their Daily Time Record for the month after the 5th day of the following month deadline, will have their names automatically deleted in the second quincena payroll of the current month. Those who will go on travel or on leave of absence and will be back after the deadline are advised to prepare and submit their DTRs before going out on travel or on leave.

For strict compliance.


EDGARDO E. TULIN
President

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.