

February 4, 1994

MEMORANDUM NO. 15
Series of 1994

T O: All ViSCA Staff

SUBJECT: Submission of Daily Time Record (DTR) or Certificate
of Service Rendered (CSR) On Time

Please be informed that we have an existing policy regarding the requirements on the submission of DTR or CSR within the prescribed period (see Memo No. 56, s. 1977).

As a reminder, all employees of the College are required to submit their daily time records (DTR) or Certificate of Service Rendered (CSR) for the current month within the first three (3) days of the succeeding month to their respective department/office/unit head who, in turn, should submit them to the Personnel Office. The Personnel Office should consolidate and make the needed report not later than the 10th day of the month and this report shall be the basis of the Accounting Division in the preparation of the second quincena payroll.

An employee who fails to submit his DTR or CSR on time shall be excluded in the payroll and may receive his accumulated salary on the next quincena.

The Accounting Division is discouraged from accepting special request to prepare special payrolls or vouchers outside of the regular schedule of payroll preparation.

Please be guided accordingly.

U. A. Go
SAMUEL S. GO
President

cc: Vice President for Adm.
All Depts./Centers/Offices
Accounting Div.
Personnel Office
Records
File