



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR : ALL EMPLOYEES AND PERSONS HIRED UNDER CONTRACT OF SERVICE
DENR Central Office

FROM : THE UNDERSECRETARY
Organizational Transformation and Human Resources

SUBJECT : REITERATION OF POLICY ON HANDWRITTEN ENTRIES IN THE DAILY TIME RECORD (DTR) OF PERSONNEL HIRED UNDER CONTRACT OF SERVICE (COS)

DATE : 04 April 2024

Please be advised that handwritten entries in place of "incomplete" time logs must be consistent with Memorandum No. 2024-176 dated 22 February 2024 on handwritten entries in the daily time logs, which states:

"We take this opportunity to remind everyone to always use the biometric attendance device in registering time logs. We shall honor handwritten entries only if the information comes from the guard's logbook, duly certified by the guards themselves. Handwritten entries and lack of supporting documents for official travel/trip tickets are among the factors that delay the processing of DTRs, especially when the supporting documents are not submitted a day prior to the cut-off date."

We highly encourage everyone to be enrolled in the Online Leave Management System (OLMS). Attendance entries from the installed biometric devices can be viewed via your desktop or mobile phone to monitor and confirm time logs.

To enroll, please approach any Personnel Division staff for assistance.

For strict compliance.


AUGUSTO D. DELA PEÑA

Cc: THE HEADS OF OFFICES
DENR Central Office

Cc: THE DETACHMENT COMMANDER
Hackett Security Agency

MEMO NO. 2024 - 333

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