



MEMORANDUM

No. 02 s. 2025

TO : All Department and Office Heads
FROM : Campus Director
DATE : 27 January 2025
SUBJECT : Filing of DTR on a Monthly Basis

During our first Management Committee Coordination Meeting last Thursday, 16 January 2025, Vice President for Academic Affairs, **Dr. Lydia M. Morante**, required all faculty (regular and part-time) and staff to submit their daily time record (DTR) on a monthly basis. For this reason, I am urging all our faculty and staff to process and submit their DTR every first week of the month the deadline of which is 5:00pm of the first Friday of the month.

To ensure that this Memo is strictly followed, I will not be signing DTRs that reached my office beyond the said deadline (except those with a valid reason).

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director