



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 197
 Series of 2023

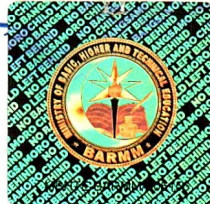
Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

TO : ALL DIRECTOR GENERALS
 DIVISION/SECTION/UNIT HEADS
 ALL OTHERS CONCERNED

BY: Hajir
 DATE: 10 MAR 2023
 TIME: 2:20 P.M.
 Ctrl. No: 2023-03-115

FROM :  **MOHAGHER M. IQBAL**
 Minister



SUBJECT : REPORTING OF DAILY ATTENDANCE OF CONTRACT OF SERVICE (COS) PERSONNEL IN THE REGIONAL OFFICE AND PROVINCIAL OFFICES OF THE MBHTE

DATE : March 8, 2023

1. This pertains to the attendance of employees under **CONTRACT OF SERVICE (COS) WHOSE PAYROLL IS BEING PROCESSED IN THE REGIONAL OFFICE.**
2. In relation to the recording of daily time-in and time-out which was discussed during the signing of contracts of the COS personnel held last February 3, 2023 at Alnor Convention Hall, Cotabato City, the Human Resource Management Division (HRMD) shall enforce a **stricter monitoring** in order to ensure compliance, commitment, and fairness amongst the employees.
3. Consequently, all COS personnel from each division are given the task to accomplish the **COS DAILY TIME RECORD (DTR) SUMMARY REPORT (Year 2023)** and submit the same to the Payroll Section **on or before the 3rd working day of the succeeding month.** A separate email shall be sent to every personnel about how to accomplish the abovementioned report.
4. Please take note of the following:
 - a. **The official work hours are from 8:00 a.m. to 5:00 p.m.**
 - b. The counting of *tardiness commences at 9:01 a.m.*
 - c. Employees are not precluded from staying beyond 5:00 p.m., if necessary.
 - d. *The extension in work after official work hours shall not offset the tardiness incurred.*
 - e. Any employee leaving the office earlier than 5:00 p.m. is also considered undertime and must also be indicated in the summary.

Examples:

- An employee arriving at 9:00 a.m. is not considered tardy if s/he leaves the office beyond 5:00 p.m. as long as s/he completes the 8-hour required work hours (exclusive of 1-hour lunch break).
 - An employee arriving at 9:01 a.m. is automatically considered tardy for 1 hour and 1 minute even if s/he leaves the office beyond 5:00 p.m.
5. In case employees are not in the office due to OFFICIAL BUSINESS or OFFICIAL TIME, the immediate supervisor shall affix his/her initial on the employee's DTR prior to its submission.
 6. For guidance and STRICT compliance.

CC: HRMD
 Payroll

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: PERICK SOLANO
 Date: MAR 10 2023
 Time: 2:25 PM
 Control No: 2023-03-115

