



Date: June 10, 2019

DIVISION MEMORANDUM
No. 157, s. 2019

ORIENTATION ON ENHANCED DAILY TIME RECORD SYSTEM (eDTRS)

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Designated School ICT Coordinators

1. In connection with the use of Biometric Machine, an orientation on the enhanced Daily Time Record System (eDTRS) will be conducted on June 13, 2019 at the SDO conference hall.
2. The orientation will guide the participants on how to run and process the eDTRs in their respective schools.
3. Participants to this orientation will be the district ICT coordinator and one key teacher for elementary and the school ICT coordinator for the secondary on the following schedules:

Time	Participants
9:00 am – 12:00 nn	Elementary
1:00 pm – 4:00 pm	Secondary

4. Bring laptop, extension cord, and sample excel extracted file from the school biometric machine.
5. A district orientation must be conducted for School Heads and school ICT coordinators on June 18, 2019.
6. Travel expenses shall be charged against MOOE/school funds subject to usual accounting rules and regulations
7. Immediate dissemination to all concerned on this matter is desired.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be included in the perpetual index under the following subject:
ENHANCED DAILY TIME RECORD SYSTEM

