



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 003 *99*
Series of 2023

TO : ALL OFFICES, SERVICES, DIVISIONS AND ATTACHED AGENCIES
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : SUBMISSION OF DAILY TIME RECORD (DTRs) OF REGULAR
EMPLOYEES

DATE : 03 RAJAB 1444 AH | 25 JANUARY 2023

1. To ensure an effective and efficient means of collecting Daily Time Records (DTRs) and to avoid delays in the preparation of payroll and downloading of salaries, all employees holding regular (permanent, co-terminous, and casual) positions in the Office of the Chief Minister - BARMM and its attached agencies are hereby directed to prepare and submit the same immediately the next working day after 15th and 30th or 31st of the month.
2. Furthermore, pursuant to Memorandum Order No. 395, s. 2020 and Memorandum Order No. 494, s. 2020 relative to the guidelines on the submission of DTRs, all focal persons of offices and divisions are reminded to monitor and ensure the timely transmittal of the DTRs to the AMS - Human Resource Management Division (HRMD).
3. For questions and/or clarifications, please contact Ms. Bai Siti Noreen Ishah Gandawali of the AMS - HRMD at (064) 421 - 9968.

For guidance and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM

ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA138574



Bangsamoro Autonomous Region in Muslim Mindanao	
Office of the Chief Minister	
OFFICE OF THE SENIOR MINISTER	
RELEASED	
Name:	ABDUL AZIS LU ALI
Date:	FEB 06 2023 Time: 19:50

Bangsamoro Autonomous Region in Muslim Mindanao	
OFFICE OF THE CHIEF MINISTER	
Records Division - AMS	
RELEASED	
BY :	Bhai Elham M. Hadji Guialil
DATE :	06 FEB 2023
TIME :	10:15 AM

RECEIVED FOR ROUTING	
By:	MASNAH K. MIDTIMBANG
Date:	06 FEB 2023
Time:	10:10 AM