



Republic of the Philippines
Department of Science and Technology



PHILIPPINE NUCLEAR RESEARCH INSTITUTE

14 January 2021

PNRI OFFICE ORDER No. 003
Series of 2021

TO : All PNRI Employees

SUBJECT : SUBMISSION OF DAILY TIME RECORDS (DTR)

In order to promote timeliness and uniformity in the submission of Daily Time Records (DTR), the following guidelines are hereby issued:

1. DTRs must not bear any handwriting except in the following cases:
 - an approved Special Order, Gate Pass, or Leave Form has been issued to an employee;
 - the Time In/Out indicated has been confirmed and duly initialed by a Security Officer.
2. Section Heads shall be responsible in printing the DTRs of their Section personnel. Upon signature, the DTRs shall be collectively submitted to the HRMRCS on the first week of every month for permanent personnel, and on the 8th and 23rd day of the month for Job Order (JO) and Contract of Service (CoS) personnel.
3. Approved gate pass forms must be handed over to the guards upon leaving the PNRI compound or submitted to the HRMRCS no later than one (1) day after the purpose of which has been served.
4. Dates falling on weekends and/or holidays shall remain blank.

This Order shall take effect immediately.

For your guidance and compliance.


CARLO A. ARCILLA, Ph.D.
Director