



Republic of the Philippines
Department of the Interior and Local Government
Regional Office IV-A

MEMORANDUM

TO : ALL PROVINCIAL/HUC DIRECTORS AND DIVISION CHIEFS

SUBJECT : ENHANCEMENT OF ONLINE DTR

DATE : 3 JULY 2020

This has reference to the monitoring of the attendance of employees using the Online DTR.

We are pleased to inform you that we have created the DTR Monitoring module in the Financial and Administrative System (FAS). This will enable authorized personnel in your respective offices to view employee attendance logs for the chosen date.

In line with this, kindly submit the names of the personnel to be given access to the DTR Monitoring module.

NAME	POSITION

For your information and compliance.


ARIEL O. IGLESIA
Regional Director


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