



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**

**Document Routing Slip**

**Document Number:** I-2021-76246

**Date Encoded:** 07-Dec-2021

**Sender:** ADMINISTRATIVE DIVISION/AP

**Address:** ADMIN

**Subject:** MEMO DTD 06DEC21 re INCOMPLETE ENTRIES IN DAILY TIME RECORD

**Addressee:** Planning and Management Division

**Attachment(s):** Memorandum; as indicated

**Urgent:** No; received by ADMINISTRATIVE DIVISION/OFFICE OF THE CHIEF

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**ROUTING AND ACTION INFORMATION**

FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
AD	2021-12-07	11:04	2021-12-07	Date: 2021-12-07 Status: OUT From: csgagan Message: Respectfully forwarded to your office for info and appropriate action. 11:04
	12-07-21	pmd  ict	12-13-21	IN.  Pls. act on this matter, ASAP. Improve report on compliance. ✓



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**

**MEMORANDUM**

DEC 06 2021

**FOR :** The Chief, Planning and Management Division  
**ATTN :** The Chief, Regional ICT Unit  
**FROM :** The Chief, Administrative Division  
**SUBJECT :** **INCOMPLETE ENTRIES IN DAILY TIME RECORD**

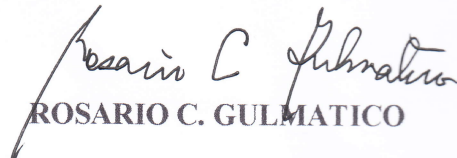
This refers to the Office's Daily Time Record (DTR) system, which has been generating incomplete entries since July of this year. It has been observed that despite our employees' regular use of finger scan/biometrics machine when logging in for their arrival and departure, the system fails to register their entries, as reflected in the printed DTR.

We have referred the matter to the Regional ICT Unit and they explained that since the DTR software is located and connected to the office's main server, it gets affected every time the server bogs down. Hence, the DTR machine's failure to register complete daily entries.

Incomplete logs/entries result in delayed accomplishment of the DTR as employees still need to refer to the logbook and write down the time of their arrival and departure one by one. Consequently, the Personnel Section also needs to verify handwritten entries to ensure integrity of the data. This causes not only inconvenience but also waste of time and effort from employees involved.

It is for this reason that we seek your support in resolving this concern at the soonest possible time. We trust that your expertise in technology/systems management would help us improve the way we record and track the attendance of our personnel.

For information and consideration.

  
**ROSARIO C. GULMATICO**