



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY



hmt

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

OCOM Memo No. 48-2023

FOR : All BOC Officials and Employees
All Disbursing Officers
All Others Concerned

FROM : **MICHAEL C. FERMIN**
Acting Deputy Commissioner
Internal Administration Group

SUBJECT : **Reiteration on the submission of Daily Time Record (DTR) Deadline and Monthly Payroll Preparation**

DATE : 20 June 2023

1. Pursuant to Customs Memorandum Order No. 36-2009 dated 06 August 2009 with the subject: Policies, Rules, Regulations and Procedures in the Disbursement of Employee Payrolls, all BOC officials and employees shall observe the following guidelines:
 - 1.1 The Daily Time Records (DTR) generated from the Internal Administration Management System (IAMS) and the Monthly Report of Absence/s and Undertimes (MRAU) shall be submitted **not later than the 5th working day of the succeeding month** to your respective Administration Division for the Ports/Sub-Ports or the Human Resources Management Division (HRMD) for the Central Office.
 - 1.2 The HRMD and the Port Administration Divisions shall in turn make a "*List of Non-Submitted DTRs for the Month of ____*" (List) and furnish the concerned Disbursing Officer (DO) for the preparation of the Monthly Payrolls not later than the 15th day of the succeeding month.
 - 1.3 The submitted *List* shall be the basis of the DO for the Payroll preparation for the subsequent month.
 - 1.4 To illustrate, for the month of **June 2023**, the DTRs shall be submitted to the HRMD not later than 07 July 2023, the HRMD shall in turn submit the *List* to the DO not later than 17 July 2023 (the 15th falls on a Saturday) which shall be the basis for the **August 2023 Payroll**.
 - 1.5 The salary of an employee who may fail to submit the DTR shall be withheld and shall not be released until proper compliance herewith.
 - 1.6 The DO shall submit the Payroll to the Budget Division for funding not later than the 30th of the month. It must then be submitted to the Accounting Division for processing not later than the 5th day of the following month.
 - 1.7 The Accounting Division must submit the Payroll to the Bank for crediting not later than the 13th of the month and made available for withdrawal on the 15th.
2. Under Civil Service Rules, failure to submit the DTR is an Administrative Offense which may lead to a Formal Charge.
3. For guidance and strict compliance.