



## MEMORANDUM

**TO** : All Concerned (ATP MEX & CAL)  
**FROM** : PBC Department  
**DATE** : September 15, 2025  
**SUBJECT** : Guidelines on DTR Submission, Validation, and Invoice Preparation

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In line with our standard process for monitoring and validating attendance records, please be guided accordingly with the **Timeline of Submission and Return to Vendor**:

**1. DTR Submission**

- Service providers must submit their Daily Time Records (DTRs) using the required Excel file template.
- DTRs must be submitted to HR **not later than 10 working days from the date cut-off**.
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**2. Validation**

- HR will compare submitted DTRs with attendance records (including encoded time logs).
- Providers are responsible for ensuring accuracy. Any discrepancies must be clarified immediately.
- Timeline: **3 to 8 working days**.
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**3. Agency Verification**

- Validated DTRs will be sent to the service provider for verification and confirmation of total hours/numbers.
- Timeline: **2 to 3 working days**.
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**4. HR Summary Creation and Approval**

- HR will prepare the summary of hours and forward it to HR/TA Managers for approval and signature.
- Timeline: **2 to 3 working days**.
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**5. Return of DTR with HR Summary**

- The validated DTRs and approved HR Summary will be returned to the service provider.
- Timeline: **5 working days**.

**6. Invoice Preparation**

- Service providers must prepare and submit invoices with the necessary attachments (DTR, HR Summary, Approved Timesheets) to the Accounting Department.
- Timeline: **5 to 10 working days**.

**Strict adherence** to the above timelines is required to avoid delays in processing and payment. Non-compliance may result in processing delays or non-acceptance of invoices.



**Janneth Lajom**  
**PBC Head**