

January 29, 2018

**RELEASED**

**CORRIGENDUM**

DepEd, Division of Catanduanes

RECORDS SECTION

Date FEB 01 2018

Time: 9:00 AM

Initial/Signature: [Signature]

**To: All District Supervisors  
Elementary and Secondary School Heads**


The Commission on Audit (COA) has required all teaching and non-teaching personnel to submit the Daily Time Record (DTR) from January to December 2017, instead of Monthly Payroll Worksheet and Report of Service (Form 7), as per letter sent to the field dated January 25, 2018.

Said document must reach the Schools Division Office c/o personnel section not later than February 12, 2018.

Further, starting January 2018, all teaching and non-teaching personnel are required to submit to the Schools Division Office their Daily Time Record in three (3) copies. Teachers' DTR must be submitted upon submission of the Monthly Payroll Worksheet and Report of Service (Form 7). The Form 7 will not be accepted without the DTR of teachers.

Implementing units will submit directly to the office of the COA.

For your information, immediate, and strict compliance.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent