



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

April 25, 2024

DIVISION MEMORANDUM
No. 241 s. 2024

**REITERATION OF SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD)
AND OTHER RELEVANT DOCUMENTS FOR PAYMENT OF SALARIES AND
WAGES**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Rules are provided by agencies with regulatory functions on the requirement of documents for the payment of salaries and wages such as:
 - a. Section 4 (6) of Presidential Decree No. 1445 otherwise known as *the Government Auditing Code of the Philippines*
 - b. Items 1.1.1 and 4.1.2 of COA Circular No. 2012-001 dated June 14, 2012
 - c. CSC Memorandum Circular No. 21, s. 1991 "*Policy on Government Working Hours for Government Officials and Employees*"

2. In compliance to the above-mentioned rules and regulations, this Office shall strictly impose the submission of the following documents in **four (4) copies** to the Payroll Office (HR/Personnel Section):
 - a. Daily Time Record duly signed by the Immediate Head
 - b. Approved Form 6 with Medical Certificate, if applicable
 - c. Approved Travel Order or Locator Slip, as it applies, with corresponding Certificate of Appearance

3. Deadline of submission of the complete set of documents shall be every 5th day of the following month. In case the deadline falls on a weekend or holiday, submission would be adjusted to the last working day prior to the 5th day. Failure of the employee to submit the said documents allows the personnel in-charge of processing the Form 7 (Monthly /Worksheet and Report of service) to put the remark "no DTR" and likewise the basis for action taken in the PSU to delete the name of the employee in the regular payroll.



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4. Inquiries and clarifications concerning this matter may be referred to the Administrative Officer V for Admin. Services or to the Division HRMO.

5. Strict compliance to this memorandum to take effect immediately, is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent



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