

DepEd-Division of Catanduanes
RECORDS SECTION

RELEASED

BY: *[Signature]* No: 133
DATE: 17 APR 2024 TIME: 9:17



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

OFFICE MEMORANDUM
OSDS-PER-04-016-2024/MBL

TO : Assistant School Division Superintendent
Chief Education Supervisors
Section/Unit Head
All Personnel under Contract of Service

FROM : *[Signature]*
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF DAILY TIME RECORD (DTR) FOR
PAYROLL PREPARATION OF SDO-PROPER
PERSONNEL UNDER CONTRACT OF SERVICE (COS)**

DATE : 16 April 2024

1. Relative to the preparation and prompt processing of salary of personnel under COS, the following shall be strictly followed:

DATE	PARTICULARS
Every 16 th to 17 th (Noon) of the month	Submission of DTR (1-15)
Every 17 th in the afternoon	Preparation of payroll
Every 18 th of the month	Submission of payroll to the Accounting Office
Every 1 st to 2 nd (Noon) of the month	Submission of DTR (16-30)
Every 3 rd in the afternoon	Preparation of payroll
Every 4 th of the month	Submission of payroll to the Accounting Office
Note: If the deadline falls on the weekend, this shall be moved to the next working day	

2. DTRs and accomplishment report must be submitted within the deadline. Late submission of DTRs may result in the delay of preparation and release of salary.

3. For information and strict compliance.



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