



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



September 13, 2024

DIVISION MEMORANDUM

No. 690 s. 2024

TIMELY SUBMISSION OF DAILY TIME RECORD (DTR) OF ALL DIVISION PERSONNEL

TO: Assistant Schools Division Superintendent
All CTD Personnel
All SGOD Personnel
All Public Elementary and Secondary School Heads
All Concerned Personnel
This Division

1. The field is hereby informed of the recently conducted meeting by the Local School Board (LSB) Staff to address the concerns raised by the City Accounting Department regarding the preparation and submission of payroll for timely processing, for details please refer to the attached letter from LSB.
2. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
3. This Office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

CURRICULUM

BASE_N/DM- timely submission of daily time record (dtr) of all division personnel
September 13, 2024



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Sir Romie
Pls. take charge

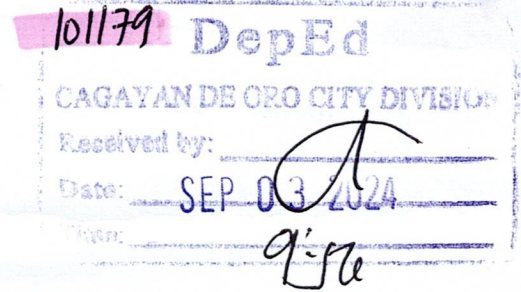


Republic of the Philippines
City of Cagayan de Oro
Local School Board



2 September 2024

DR. ROY ANGELO E. GAZO, CESO V
Schools Division Superintendent
DepED, Division of Cagayan de Oro City



Dear **SDS Gazo**,

Good day!

The Local School Board (LSB) Staff recently conducted a meeting to address the concerns raised by the City Accounting Department regarding the preparation and submission of payroll for timely processing; to wit:

1. Require the timely submission of Daily Time Record (DTR) of all personnel.
2. Secure Certification by Principal/Immediate Supervisor as to the schedule of duty, and the following that may apply: Biometric Exemption, Joint Affidavit of Two Disinterested Persons (for irregular entries of DTR), Records of Tardiness/Undertime Form. The document/s must be attached upon submission of DTR.
3. Principals/Immediate Supervisors must check thoroughly and sign the personnel's DTR. If the Principal/Immediate Supervisor is not available, the designated Officer-In-Charge (OIC) may sign the DTR.
4. Cut-off for the submission of DTR is on the 5th day of the month. Those who cannot submit on the scheduled date will not be included on the processing of payroll for the month.
5. Inform LSB Office of the schedule of their leave (vacation leave, force leave) immediately upon filing.
6. Leave plans for a given quarter must be filed on the preceding quarter. If not complied, personnel should write a letter of explanation addressed to the Human Resource Management Office (HRMO) 6 days before the preferred date of leave. The reason for the sudden filing of leave must be stated.
7. Inform LSB Office immediately after sick leave and emergency leave, or else leave will not be credited.

It is respectfully requested that the above-stated instructions be disseminated to all schools through a Division Memorandum.

Should you have any questions or clarifications, please do not hesitate to coordinate with Leona Jean de la Rita – Administrative Assistant II, Local



Republic of the Philippines
City of Cagayan de Oro
Local School Board

**cagayan
de Oro**
city of golden friendship

OFFICE ORDER NO. 09 - 2024

TO : **ALL LOCAL SCHOOL BOARD (LSB)
PERSONNEL**

SUBJECT : **LSB STAFF MEETING**

DATE : **September 3, 2024**

With regards to the preparation and submission of payroll for timely processing, you are hereby mandated to attend the **LSB Staff Meeting** on **September 20, 2024 8:30 am** at the **City Tourism Hall, City Hall Compound, Cagayan de Oro City.**

Be guided accordingly.


ZENNIA A. LAGO
Board Secretary I
Local School Board