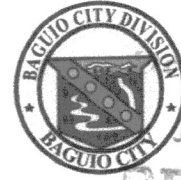


Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
No. 82 Military Cut-Off, Baguio City
Tel. No.: 446-0275 Fax: (074) 442-7819



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DIVISION OF
EDUCATION
BAGUIO CITY

JAN 30 2017

RELEASED

Division Memorandum
No. 42 s. 2017

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teacher – In - Charge
Public Elementary and Secondary Teachers
Non-Teaching Personnel
All Others Concerned

From: **Atty. AUGUSTIN P. LABAN III**
OIC-Schools Division Superintendent

Subject: **Submission of Monthly Reports for Payroll**

Date: January 30, 2017

1. To facilitate processing of substitute and newly permanent teachers and employees, please follow the guidelines stated below.
 - a. All monthly requirements for payroll must be submitted on or before the 5th day of the following month in two (2) sets.

REQUIREMENTS:

- i. Form 7 – duly accomplished with complete attachments

ATTACHMENTS:

1. Monthly monitoring Report (Summary of Under time and Absences.
 2. Duly accomplished Form 48 - Daily Time Records (DTRs)
 3. Form 6 (Leave Form), if any
 4. Pass Slip, if any
 5. Certificate of Appearance, if any
- b. Sort entries on the Form 7 by employee numbers.
 - c. **ONLY** regular permanent are reported on the Form 7. For newly hired teacher kindly indicate on the remarks column date of appointment.
 - d. For substitute teacher/s, please prepare a separate transmittal.
 - e. Follow attached format. ANNEX "A"
2. All reports are to be received at the Records Section.
 3. Failure to submit report on the due date is tantamount to **EXCLUSION** from the payroll for the month.
 4. Immediate dissemination and strict compliance with this Memorandum is directed.

Arrangement of the Monthly Reports for Payroll

