



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



Division Memorandum

No. 68, s. 2017

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

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

Subject: **No filing of leave form for half day**

Date: February 21, 2017

1. This is to reiterate rules on half-day, NO FILING of leave form for half-day of absence. Thus, half-day absence in the morning is considered **tardy** while half-day absence in the afternoon is considered **undertime** subject to the provision of tardiness and undertime.
2. Relative to the above stipulation, employee/s who has incurred half day of absence whichever is applicable, tardy or undertime, should be strictly reported on the monitoring sheet.
3. Please see Annex "A" (checklist) to be attached on the FORM 7 following the format per DepEd order No. 42 and to be submitted every 5th day of the month effective March 2017 to facilitate checking of document/s submitted.
4. Immediate dissemination and strict compliance with this Memorandum is directed.

**CHECKLIST
MONTHLY REPORT FOR PAYROLL**

SET 1:

- ACCOMPLISHED FORM 7
- MONTHLY MONITORING REPORT
(LATES/UNDERTIME)
- DTR OF PERMANENT TEACHERS

Remarks:

SET 2:

- FORM 7 (Inclusive dates column to
Remarks column should be blank)
- MONTHLY MONITORING REPORT
(LATES/UNDERTIME)
- DTR OF PERMANENT TEACHERS WITH
ATTACHMENTS:
- PASSLIP
- LEAVE FORM

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