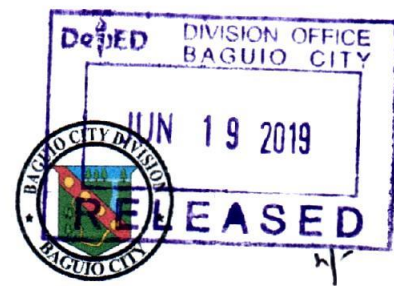




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: 446-6138 Fax: (074) 442-7819



Division Memorandum
No. 246, S. 2019

SUBMISSION OF DAILY TIME RECORD (DTR) FOR PAYROLL

TO: **ELEMENTARY & SECONDARY SCHOOL HEADS**
ASATIDZ TEACHERS
SCHOOL ASATIDZ COORDINATORS
SUBSTITUTE TEACHERS
NATIONAL PAID - MEDICAL PERSONNEL

1. Relative to the submission of Daily Time record (DTR), all **ASATIDZ Teachers, Substitute Teachers and National Paid - Medical Personnel** are hereby mandated to comply with the processing of payroll on the following schedule:

• ASATIDZ TEACHERS	Every 3 rd or nearest working day of the succeeding month
• SUBSTITUTE TEACHERS	Every 5 th or nearest working day of the succeeding month
• NATIONAL PAID – MEDICAL PERSONNEL	Every 7 th or nearest working day of the succeeding month

ATTACHMENTS TO THE DTR:

1. Photocopy of Form 6 (application for Leave of Absence), if any
 2. Pass Slips, if any
 3. Photocopy of Certificate of Appearance, if any
 4. Duly signed Accomplishment Report by Coordinator/ School Head (for ASATIDZ Teachers and SDO Medical Personnel)
 5. Photocopy of Appointment Paper and Landbank ATM (front face only) for Substitute Teachers for every service rendered and/or re-appointment.
2. The above-mentioned document/s will be submitted to Mr. Don Jose C. Tolentino at the Administrative Unit - Personnel.
 3. Failure to comply means **NON-INCLUSION** in the payroll for the month.
 4. Immediate dissemination of and strict compliance to this memorandum is directed.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent