

February 23, 2023

DIVISION MEMORANDUM

No. 074, s. 2023

REITERATING THE STRICT COMPLIANCE ON THE SUBMISSION OF DAILY TIME RECORD AND ITS SUPPORTING DOCUMENTS OF ASATIDZ

To: ALL Asatidz
Public School Heads
Others Concerned

1. Pursuant to Item 16.1 and 16.2 of DO 25 s. 2021, the Asatidz are entitled of monthly regular compensation amounting to Seven Thousand Pesos Only (P7,000.00) and instructional materials allowance of One Thousand monthly (P1,000.00).
2. Anent to the abovementioned benefits, they can only receive such if they meet the following criteria as stated in item 17.2 of DO 25 s. 2021:
 - 2.a Status - Only asatidz under Contract of Service shall receive the monthly compensation and allowance.
 - 2.b Number of learners – The ustadz/ustadzah is handling ALIVE classes with a minimum of 15 learners per class for the school year.
 - 2.c Compulsory Hours Served – The asatidz shall render a compulsory service in the school where they are assigned for at least four (4) hours a day from Monday to Friday (20 hours a week) including the preparation of instructional materials needed in the next teaching session.
 - 2.d Attendance to Summer Activities – The asatidz shall participate in the following ALIVE activities during summer and semestral break of the current year, to wit;
 - 2.d.1 School Mapping
 - 2.d.2 Brigada Eskwela
 - 2.d.3 Summer Class
 - 2.d.4 In-Service Training
 - 2.d.5 Development of Instructional Materials
3. In order to facilitate timely release of compensation and instructional materials allowance, the following are hereby reiterated to be strictly followed, to wit;



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Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

3.a Duly signed Daily Time Record shall be submitted in two (2) copies for Division Office Copy and COA Copy every 1st day of the ensuing month after the applicable month of service;

3.b DTR shall be accomplished completely with documentary requirements such as Accomplishment Report, Locator Slip, Travel Order, Form 6, Certificate of Appearance etc., whichever is applicable.

3.c Non-submission of the abovementioned documents on the set deadline would result to the non-inclusion in the first batch of payroll so as not to delay the grant of benefits of the Asatidz who submitted on time or earlier. Late documents would be included in the 2nd batch of payroll within the month.

4. Moreover, for the timely processing of the abovementioned benefits, the following process must be followed, to wit:

Step	Activity	Time Frame	Responsible Person/Unit
1	Preparation of DTR and its supporting documents	Last day of the month	Asatidz
2	Signing of DTR and its supporting documents	Last day of the month	School Head
3	Submission of duly signed DTR and its supporting documents to the Personnel Unit	1 st day of the ensuing month	Asatidz and Focal Person
4	Receiving of DTR and its supporting documents	1 st day of the ensuing month	Personnel Unit
5	Preparation of payroll	2 nd day of the ensuing month	Personnel Unit
6	Pre-auditing of the payroll	Within the day upon receipt of approved payroll	Accounting Unit
7	Processing and release of payment	Within 3 days after pre-audit	Budget, Accounting Unit, Cash, CID Chief and SDS

5. For information, guidance and strict compliance.

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



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