



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

05 Oct 2022

DIVISION MEMORANDUM  
No. 433, s. 2022

**TIMELINES ON THE SUBMISSION OF DOCUMENTS FOR THE TIMELY  
RELEASE OF SALARY OF EMPLOYEES AND PAYMENT OF  
REMITTANCES FOR GSIS, PHILHEALTH AND PAG-IBIG**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to remind all employees on the following timelines to be observed to facilitate the timely release of salary of employees and payment of remittances for GSIS, PhilHealth and Pag-ibig. This is to align with the timeline set forth in Regional Memorandum No. 185, s. 2022.

<b>STEP</b>	<b>ACTION/ OUTPUT</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE/ SCHEDULE</b>
1	Generate employee's attendance report or records from Biometrics Machine	Personnel Unit for SDO  School Head or Office Clerk for Schools	1 <sup>st</sup> day of the month
2	Distribute employee's attendance report or records generated the from Biometrics Machine	Personnel Unit for SDO  School Head or Office Clerk for Schools	1 <sup>st</sup> day of the month
3	Accomplish and submit DTR with other supporting documents, as applicable (e.g. Authority to Travel, Locator Slip, Pass Slip and Accomplishment Report)	Employees	2 <sup>nd</sup> day of the month

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4	Review DTRs and attachments then prepare and submit MRAU	Personnel Unit for SDO School Head for Schools	3 <sup>rd</sup> day of the month
5	Consolidate and input entries from MRAUs to Google Sheet	Personnel Unit	4 <sup>th</sup> day of the month
6	Write entries in the FORM 7 then stamp the names of signatories	Personnel Unit	4 <sup>th</sup> day of the month
7	Review and sign FORM 7 for submission to RO	Administrative Officer V and Schools Division Superintendent	5 <sup>th</sup> day of the month
8	Prepare transmittal to Regional Office (RO)	Personnel Unit	5 <sup>th</sup> day of the month
9	Sign transmittal for RO	Schools Division Superintendent	5 <sup>th</sup> day of the month
10	Deliver documents to RO and secure file copy of transmittal for Division records section	Designated Liaison Officer	5 <sup>th</sup> day of the month

2. Employees are reminded to attach the following documents with their Daily Time Record (CS Form 48), as applicable.
  - a. Approved Pass Slip - in case employee went outside the premises of his/her assigned Office or school for personal errands or concerns
  - b. Approved Locator Slip (LS) - in case of field work within the Division
  - c. Approved Authority to Travel (AT) with Certificate of Appearance- in case of official travel outside the Division
  
3. Non-compliance herewith shall be considered as a violation of reasonable office rules and regulations which is classified as light offense punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal for the third offense. Moreover, employees are reminded that falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable. Falsification of official documents (such as daily time records) and dishonesty are both grave offenses with penalty of dismissal from the service with forfeiture of retirement benefits, except accrued leave credits, and perpetual disqualification from reemployment in government service.

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4. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For information, guidance and strict compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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

ATTENDANCE      BENEFITS      PROCEDURE      WORK HOURS

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