



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

11 May 2023

DIVISION MEMORANDUM
No. 213, s. 2023

**REITERATION OF DIVISION MEMORANDUM NO. 433, S. 2023 ON THE
SUBMISSION OF DOCUMENTS TO FACILITATE THE TIMELY RELEASE OF
SALARY OF EMPLOYEES AND GOVERNMENT REMITTANCES**

To: **Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All others Concerned
This Division**

1. This is to reiterate Division Memorandum No. 433, s. 2022 that the Monthly Report on Absences and Undertime (MRAU), and all its corresponding attachments, are to be submitted on the **2nd working day of the following month** (ie: MRAU for May 2023 should be submitted on June 2, 2023).
2. Effective immediately, all schools shall submit to the Division Office, attached to the MRAU, the following documents:

School	Attachment
Schools with functional Biometrics machine	For each employee: 1. Daily Time Record 2. Biometrics Printout 3. Certificates, Locator Slips, Authority to Travel, if applicable
Schools with no Biometrics machine/ non-functional machine	For each employee: 1. DTR 2. Copy of Logbook entries 3. Certificates, Locator Slips, Authority to Travel, if applicable

3. The Daily Time Records of School heads and school in-charge will be verified by the Assistant Schools Division Superintendent, Conniebel C. Nistal, who's name should be **HANDWRITTEN** at the bottom of their respective DTRs.






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4. For uniformity and consistency of submitted reports, the MRAU should only bear the following signatories (*sample forms attached herewith*):

For Schools with assigned Administrative Officer II:	For Schools with NO Administrative Officer II assigned:
Prepared by:	Prepared by:
Administrative Officer II	School Head
Certified True and Correct:	
School Head	

5. 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.
6. For strict compliance and adherence.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

LEAVE ATTENDANCE





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY
(NAME OF SCHOOL)

Sample Format for Schools **with** Administrative Officer II

MONTHLY SUMMARY REPORT
Attendance for the Month of _____ 2023
(Absences/Late/Undertime)

NAME OF SCHOOL:

EMPLOYEE NO.	NAME OF EMPLOYEES	ABSENCES		LATE		UNDERTIME		
		DATE	FREQUENCY	DATE	NO. OF MINUTES	FREQUENCY	NO. OF MINUTES	FREQUENCY

Prepared by:

JUAN D. CRUZ
Administrative Officer II

Certified True and Correct:

NAME AND SIGNATURE OF SCHOOL HEAD



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(NAME OF SCHOOL)

Sample Format for Schools **without** Administrative Officer II

MONTHLY SUMMARY REPORT
Attendance for the Month of _____ 2023
(Absences/Late/Undertime)

NAME OF SCHOOL:

EMPLOYEE NO.	NAME OF EMPLOYEES	ABSENCES		LATE		UNDERTIME		
		DATE	FREQUENCY	DATE	NO. OF MINUTES	FREQUENCY	NO. OF MINUTES	FREQUENCY

Prepared by:

NAME AND SIGNATURE OF SCHOOL HEAD

SCHOOL'S OFFICIAL FOOTER



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.

STEP	ACTION/ OUTPUT	PERSON RESPONSIBLE	DEADLINE/ SCHEDULE
1	Generate employee's attendance report or records from Biometrics Machine	Personnel Unit for SDO School Head or Office Clerk for Schools	1 st 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 st 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 nd day of the month

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
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4	Review DTRs and attachments then prepare and submit MRAU	Personnel Unit for SDO School Head for Schools	3 rd day of the month
5	Consolidate and input entries from MRAUs to Google Sheet	Personnel Unit	4 th day of the month
6	Write entries in the FORM 7 then stamp the names of signatories	Personnel Unit	4 th day of the month
7	Review and sign FORM 7 for submission to RO	Administrative Officer V and Schools Division Superintendent	5 th day of the month
8	Prepare transmittal to Regional Office (RO)	Personnel Unit	5 th day of the month
9	Sign transmittal for RO	Schools Division Superintendent	5 th day of the month
10	Deliver documents to RO and secure file copy of transmittal for Division records section	Designated Liaison Officer	5 th 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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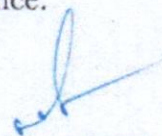


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5. For information, guidance and strict compliance.


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

OSDS/**AMA**



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