



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

12 October 2023

DIVISION MEMORANDUM
No. 441, s. 2023

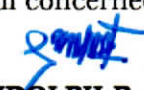
**CUT-OFF DATES AND SUBMISSION OF DAILY TIME RECORD
FOR THE MONTH OF OCTOBER 2023**

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. To ensure continuous flow of the processing of salaries and with the long period of holidays at the end of the month, this Office would like to inform the field on the applicable cut-off dates on the submission of the biometrics printout, Monthly Report on Absences and Undertime (MRAUs) and Daily Time Record for the Month of **October 2023**, to wit:

DATE	OUTPUT
October 25, 2023 (PM)	Cut-Off
October 26, 2023 (Submit to Division Office)	Submission of Biometrics Printout (October 1 - 25, 2023)
	Submission of DTR (October 1 - 25, 2023)
	Submission of MRAU (October 1 - 25, 2023)
November 3, 2023 (Submit to Division Office)	Submission of Biometrics Printout (October 26 - 31, 2023)
	Submission of DTR (October 26 - 31, 2023)
	Submission of MRAU (October 26 - 31, 2023)

2. It shall be noted that filed leaves incurred for the October 26 - 31, 2023 period shall be deducted in the next payroll period.
3. This Office reiterates its observance of the Equal Opportunity Principle (EOP) in all steps being undertaken in its daily operations. 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.
4. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

ASSIGNMENT EMPLOYEES



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