



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

OM-2022-10-574
DEPED MALAYBALAY CITY DIVISION
RELEASED
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By: *Verjo*

DIVISION MEMORANDUM

No. 574, s. 2022

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned
This Division**

From: **VICTORIA V. GAZO, PhD., CESO V**
Schools Division Superintendent

Date: **October 24, 2022**

Re: **CORRIGENDUM TO DIVISION MEMORANDUM NO. 542, S. 2022
RE: CHANGES IN THE SUBMISSION AND REPORTING OF
MONTHLY PAYROLL WORKSHEET/ REPORT OF SERVICE (FORM
7) OF TEACHING PERSONNEL AND DAILY TIME RECORD (DTR)
OF NON-TEACHING PERSONNEL**

1. Since all offices and classes are open during the observance of the All Souls' Day on November 2, 2022 declared as a Special Working Holiday in the Philippines, the first schedule for the in-person (face-to-face) oral reading will be moved earlier, as shown below:

| DTR Period | Oral Reading Schedule | Morning Participants | Afternoon Participants |
|--------------------|-----------------------------|--|---|
| October 1-31, 2022 | November 3, 2022 (Thursday) | DTR/Form 7 In-Charge from Districts 6-10 | DTR/Form 7 In-Charge from Districts 1-5 |

2. The non-teaching personnel in the Division Office are hereby informed of the earlier deadline for DTR submission, as shown below:

| DTR Period | Submission Deadline |
|--------------------|--|
| October 1-31, 2022 | November 2, 2022 (Wednesday) before 12NN |

3. The oral reading and DTR submission for the succeeding months shall remain as scheduled.

TO BE POSTED IN THE WEBSITE



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