



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

DM - 2023-01-004
 DEPED MALAYBALAY CITY DIVISIO...
 RELEASED
 JANUARY 06 2023 TIME: 3:35
 BY: *[Signature]*

DIVISION MEMORANDUM

No. 004, s. 2023

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**
[Signature]
 Schools Division Superintendent *[Signature]*

Date: **January 6, 2023**

Re: **SCHEDULE OF DAILY TIME RECORD (DTR) SUBMISSION AND
 MONTHLY PAYROLL WORKSHEET/ REPORT OF SERVICE (FORM
 7) READING FOR CY 2023**

1. The Division Office-based personnel (CID, SGOD, and OSDS) are hereby informed of the deadline for submission of DTR which is **"in the morning of every first working day of the month"**. Please understand that the Personnel Unit needs the cooperation of everyone for 100% submission in the morning because the other half of the day will be allotted for checking and recording of DTR entries for DO-based personnel only. Kindly submit your DTRs for consolidation to the following person-in-charge:

Division/Unit	Person-In-Charge
CID	Ms. Filipina T. Taray
SGOD	Mr. Karl Lois C. Pagaran
Accounting Unit	Mr. Nelvin H. Armechin
Administrative Section	Ms. Irish J. Cagatcagat
- Cash Unit	
- General Services	
- Property & Supply Unit	
- Records Unit	
ASDS Office	
Budget Section	Mr. Darry D. Tuminao
IT, Legal, Procurement, SDS	Mr. Joeril C. Labita





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2. The field is also hereby informed of the schedule of DTR submission and Form 7 Reading for CY 2023. The participants in the morning are from Districts 6-10 and in the afternoon are from Districts 1-5.

DTR Period	Reading Schedule
January 1-31, 2023	February 2, 2023 (Thursday)
February 1-28, 2023	March 2, 2023 (Thursday)
March 1-31, 2023	April 4, 2023 (Tuesday)
April 1-30, 2023	May 3, 2023 (Wednesday)
May 1-31, 2023	June 2, 2023 (Friday)
June 1-30, 2023	July 4, 2023 (Tuesday)
July 1-31, 2023	August 2, 2023 (Wednesday)
August 1-31, 2023	September 5, 2023 (Tuesday)
September 1-30, 2023	October 3, 2023 (Tuesday)
October 1-31, 2023	November 4, 2023 (Saturday)
November 1-30, 2023	December 4, 2023 (Monday)
December 1-31, 2023	TBA

3. Failure to comply on the schedule of DTR submission and Form 7 Reading shall be a ground for deletion of account from the regional payroll. It follows that those employees who will be deleted from the regional payroll shall request for salary claim at the Division Office under the one-month scheme with deductions covering the statutory contributions only. Moreover, it will be the responsibility of the concerned employee/s to make over-the-counter settlement of monetary obligations to government/private lending institutions.
4. The Division Office also reminds the field to use the standard template/format in the preparation of manual DTR/Form 48 in the absence of a biometric DTR system in schools, specifically in the use of A4 paper size printed in ½ lengthwise orientation.
5. For strict compliance.

TO BE POSTED IN THE WEBSITE



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