



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

OM 2024-01-017  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
DATE: JAN 08 2024 Time: [Signature]

**DIVISION MEMORANDUM**

No. 017, s. 2024

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: **ALIENA S. DAJAY, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Date: **January 8, 2024**

Re: **SCHEDULE OF DTR SUBMISSION AND READING OF MONTHLY PAYROLL WORKSHEET/ REPORT OF SERVICE FOR CY 2024**

- To ensure timely preparation and submission of the consolidated Monthly Payroll Worksheet/ Report of Service (Form 7) to the Regional Payroll Servicing Unit which falls every 5<sup>th</sup> day of the month, this Division through the Payroll Services of the Personnel Unit reminds the Division Office-based personnel (CID, SGOD, and OSDS) of the deadline of DTR submission which is "in the morning of every first working day of the month".
- The field is also hereby informed of the schedule of DTR submission and reading of Form 7 for CY 2024. All school Form 7 In-Charge must ensure that the Form 7 and DTRs of School Heads are duly approved by their respective Public Schools District Supervisor.

DTR Period	Submission/Reading Schedule
January 1-31, 2024	February 2, 2024 (Friday)
February 1-29, 2024	March 4, 2024 (Monday)
March 1-31, 2024	April 2, 2024 (Tuesday)
April 1-30, 2024	May 3, 2024 (Friday)
May 1-31, 2024	June 4, 2024 (Tuesday)
June 1-30, 2024	July 2, 2024 (Tuesday)
July 1-31, 2024	August 2, 2024 (Friday)
August 1-31, 2024	September 3, 2024 (Tuesday)
September 1-30, 2024	October 2, 2024 (Wednesday)
October 1-31, 2024	November 4, 2024 (Monday)
November 1-30, 2024	December 3, 2024 (Tuesday)
December 1-31, 2024	January 3, 2025 (Friday)

3. For strict compliance.

TO BE POSTED IN THE WEBSITE



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