



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 10 2022

MEMORANDUM

No. 259, s. 2022

AMENDMENT TO DIVISION MEMORANDUM NO. 200, S. 2022

TO: School Heads
All Schools Administrative Officer II
Schools Human Resource – In Charge
All other concerned

1. The Schools Division Office of Muntinlupa issued the **Division Memorandum No. 200, s. 2022** titled: **Submission of DTR under Supplementary Payroll**. The deadline for submission of DTR to the HRMO shall observe the amended schedule as follows:

PERSONNEL UNDER SUPPLEMENTARY PAYROLL	
Days Acquired	Submission
20th - 4th	Every 5th of the month 12:00 NN
5th - 19th	Every 26th of the month 12:00 NN

2. All other provisions stated in the Division Memorandum No. 200, s. 2022 shall remain effective unless otherwise amended by other issuances.
3. Immediate dissemination and strict compliance to this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

To be indicated in the Perpetual of Index
under the following subjects:

PAYROLL POLICY RULES AND REGULATION

HR-SB/ MEMO/259/ November 9, 2022

3727



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Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
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SEP 08 2022

MEMORANDUM
No. 200, 2022

SUBMISSION OF DTR UNDER SUPPLEMENTARY PAYROLL

To: Schools Head
All Schools Administrative Officers II
Schools Human Resource – In Charge
All other concerned

1. In Pursuant to Section 4 (6) of Presidential Decree (PD) No. 1445 or the Government Auditing Code of the Philippines provides claims against government funds shall be approved with complete documentation and items 1.1.1 & 4.1.2 of COA Circular NO. 2012-001 dated June 14, 2012 provides necessary documentary requirements that must be complied with as support to the payment of salaries and wages.
2. This office implements a strict deadline for the submission of the Daily Time Record (DTR) as part of the requirements for processing the supplementary payroll.
3. Deadline for submission of DTR in the HRMO shall observe the following schedules:

Personnel under Supplementary Payroll			
	Days Acquired (Calendar)	Cut Off	Submission
Newly Hired	25 – 9	15 th of the month	Every 9 th of the Month 3:00 PM
Provisional SHS	10 - 24	30 th of the month	Every 24 th of the Month 3:00 PM

***In case deadline falls on weekends or holidays, all deadlines shall
be adjusted to coincide with the last working day prior to the
weekend or holiday**



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4. Immediate dissemination and strict compliance of this Memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

References: (PD) No. 1445
COA Circular NO. 2012-001

To be indicated in the Perpetual Index
Under the following subjects:
PAYROLL POLICY RULES AND REGULATION

HR-SB/MEMO/200 / September 8, 2022



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