



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 12, 2021

OFFICE MEMORANDUM

No. **000188**s. 2021

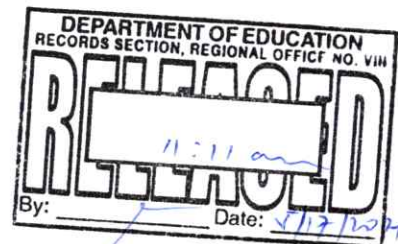
To: All Contract of Service Employees

**CORRIGENDUM AND ADDENDUM TO OFFICE MEMORANDUM NO. 088, S. 2021
(SUBMISSION OF SUPPORTING DOCUMENTS FOR THE PAYROLL PREPARATION)**

1. To give ample time in the preparation of payroll, all Contract of Service employees of this Office are directed to submit their Daily Time Records with complete attachments to the Administrative Division-Personnel Section, Attention: **Mr. Anjo Andrew V. Ecito** on or before the **5th day of the following month.**
2. For those who will not be able to submit the required documents on the scheduled date shall prepare his/her own voucher and facilitate submission to the Finance Division for processing.
3. For strict compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-PS-EDR





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 10, 2021

OFFICE MEMORANDUM

No. **088**, s. 2021

To: All Contract of Service Employees

**SUBMISSION OF SUPPORTING DOCUMENTS
FOR THE PAYROLL PREPARATION**

1. To facilitate early release of salary, all Contract of Service employees of this Office are directed to submit their Daily Time Records with complete attachments and Contract of Service in two (2) sets duly certified by the authorized signatories to the Administrative Division-Personnel Section on the **1st working day of the following month.**
2. For strict compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-PS-EDR

