



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

February 2, 2024

OFFICE MEMORANDUM

AD-2024- 078

**DOCUMENTARY REQUIREMENTS FOR SALARY CLAIM OF
CONTRACT OF SERVICE (COS) EMPLOYEES**

To: Regional Functional Division Chiefs
Contract of Service Employees
All Others Concerned

1. To ensure compliance with the requirements of the Commission on Audit for payment of salary, all Contract of Service Employees are advised to comply with the following:
 - a. Consolidated Daily Accomplishment Report;
 - b. Services rendered during weekends and holidays shall be supported with an approved authority to render services with the list of tasks to be done; and
 - c. Means of Verification (MOVs) shall be attached for services rendered on weekends and holidays.

2. It is reiterated that one (1) set of Daily Time Records with complete attachments shall be submitted to the Personnel Section on or before 5th of the following month.

3. For strict compliance.

EVELYN R. FETALVERO CESO IV
Regional Director

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