



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

July 14, 2025

OFFICE MEMORANDUM

AD-2025- **365**

**UPDATED PROCESS OF PAYROLL PREPARATION FOR THE SALARY
OF CONTRACT OF SERVICE EMPLOYEES**

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

1. To align with the Key Results Areas of the Administrative Division-Personnel Section on the preparation of payroll, all Regional Office Contract of Service employees including those funded through Program Support Fund from DepEd Central Office shall be guided with the following schedule on the submission of Daily Time Record (DTR) with complete supporting documents to **Ms. Milgrace A. Gaddi**, Administrative Aide VI of the Administrative Division_Personnel Section:

Payroll period	Deadline of Submission
1 st to 15 th of the month	Every 16 th of the month or the next working day after 15 th
16 th to 30 th /31 st of the month	1 st of the following month or the next working day after 30 th or 31 st

2. Those who are unable to submit on time shall not be included in the current payroll period. Submission after deadline shall be accepted for inclusion in the next payroll period.

3. The following documents are the required attachments to the DTR:

- Accomplishment Report on a daily basis;
- Certified photocopy of logsheet on dates with incomplete or without entries due to biometrics' failure;
- Individual Pass Slip for personal business and Locator Slip for official business, if any;
- Approved authority to render services with the list of tasks to be done rendered during weekends and holidays, if any;
- Means of Verification (MOVs) for services rendered on weekends and holidays, if any; and
- Other relevant documents.

4. 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 for recording, filing and reference.
5. For strict compliance.



AD-PS-EDR


EVELYN R. FETALVERO, CESO III
Regional Director 