



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Cordillera Administrative Region**  
**SCHOOLS DIVISION OF BENGUET**  
**Wangal La Trinidad Benguet 2601**



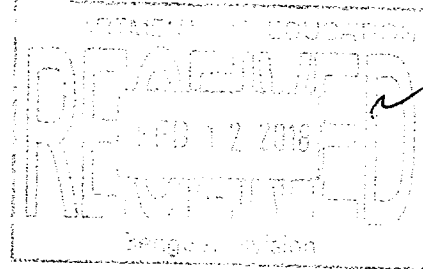
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 Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

January 12, 2018

**DIVISION MEMORANDUM**

NO. ja s. 2018

**TO: Public Schools District Supervisor**  
**School / District Heads**  
**Teachers In Charge / SDO Personnel**  
**All Concern Personnel**



**FROM: MARIE CAROLYN B. VERANO, CESO VI**  
**Schools Division Superintendent**

**RE: PERSONNEL OFFICE – Division Payroll (Form 7) & DTR Section**

**SUBJECT: 2018 GUIDELINES ON DAILY TIME RECORDS (DTR'S) AND PAYROLL SHEETS (F7)**

Greetings!

The SDO is starting the year with a leap to provide an efficient and up-to-date records of the Teaching and Non-Teaching of Benguet slowly and surely. In line with this, some guidelines/ reminders are herein attached:

**1. DAILY TIME RECORDS**

- ✓ Indicate if personnel are SDO plantilla or school – for SENIOR HIGH SCHOOL only
- ✓ Attached to Form 7 (payroll sheet) upon submission (*Due ON or BEFORE the 5<sup>th</sup> of every month*)
- ✓ Returned to school/district pigeon hole as school/district file after it was checked and recorded

**2. FORM 7 (Payroll Sheets)**

- ✓ Signatory is **Mr. Nestor L. Bolayo** in the column of "Approved by":

- ✓ Write legibly with black ballpen or typewritten in the school/ district payroll. (*Disregard this guideline if done correctly.*)

- ✓ **DUE ON OR BEFORE the 5<sup>th</sup> day of every month.**

**3. RETIREMENTS**

- ✓ School/ District is requested to **submit names of Retirees every School Year two months before the Date of Retirement** and to be validated in the office.

*(Rationale: To minimize OVERSEA EXPENSES, PROPORTIONS and OVERHEADS/ALLOCATION) (Department of the Retirees)*

4. For further dissemination and compliance. Thank you! ☺