



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet

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**SDO MEMORANDUM NO. 303 s, 2019**

Name of Office:  
**OSDS-Personnel Section**

TO: All Public Schools District Supervisors  
District Coordinating Principals  
Elementary and Secondary School Heads  
Teachers and School Based Nonteaching Personnel

FROM:  BENILBA M. DAYTACA, EdD, CESO VI  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

DATE: October 7, 2019

SUBJECT: POLICIES ON THE ISSUANCE OF PAYSLEIPS TO THE FIELD AND SUBMISSION OF DAILY  
TIME RECORDS (DTRs) AT THE SCHOOLS DIVISION OFFICE

1. The Schools Division of Benguet issues policies on the giving out and/or distribution of Pay Slips to all personnel in the field which aims to avoid alleged misplaced or lost pay slips in transit and for all employees to take hold of their own Pay slips.
2. Effective immediately, ONLY THE PUBLIC SCHOOLS DISTRICT SUPERVISORS AND/OR DISTRICT COORDINATING PRINCIPALS AND SCHOOL HEADS OF SECONDARY SCHOOLS concerned shall be authorized to get and receive Pay Slips of teachers and non-teaching personnel actually assigned in their area of jurisdiction at the SDO-OSDS-Personnel Section, through Ms. Zonia Mae H. Quipot, ADAS III.
3. Likewise, all Daily Time Records (DTRs) for the month ended and duly accomplished with attached MOVs, like, Approved Travel Orders, Locators, Certificates of Appearance should be attached upon submission to the concerned Office mentioned in item No. 2 on the 5<sup>th</sup> day of the ensuing month as basis for the release and/or giving out of Pay slips. E.g. Pay slips for October will be released on the 5<sup>th</sup> day (working day for that matter) of the ensuing month (November) when the PSDSs/CPs and Secondary School Heads will submit DTRs, and so forth.
4. Dissemination of this Memo to all concerned is enjoined and be guided accordingly.