



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

September 25, 2024

DIVISION MEMORANDUM

OSDS 103, s. 2024

**REINFORCEMENT ON THE POLICY REGARDING SUBMISSION OF
HR/PAYROLL-RELATED DOCUMENTS**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads and Schools Heads
Administrative and HR Personnel
Budget and Accounting
School-Based Administrative Officer II/
Personnel In-Charge
All Other Concerned Personnel
This Division

1. The SDO Tacurong City has been evaluated and rated PASSED by the regional evaluators on the readiness in Payroll preparation downloading. The operation shall run by October 2024 parallel with the Regional Office.

2. Anent this, to facilitate the timely and accurate encoding of necessary data (leave without pay, transfer, etc.), the following documents shall be submitted to the HR Office within the period specified below:

- | | | |
|--------------------------------------|---|----------------------------------------------------------|
| 1. CS Form 6 (Application for Leave) | - | Weekly (Every Friday) |
| 2. DTR and Form 7 | - | Every 1 st working day of the following month |

3. The school head and/or Administrative Officer II/personnel in-charge shall ensure timely and 100% submission of the aforementioned documents within the stated period.

4. Compliance to and wide dissemination of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None

References: None

To be indicated in the *Perpetual Index* under the following subjects:

DOCUMENTS

PAYROLL

REPORTS

ZBP/ADMIN-OSDS/DM/REENFORCEMENT ON THE POLICY REGARDING SUBMISSION OF HR/PAYROLL-RELATED DOCUMENTS/September 25, 2024



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