



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



March 20, 2017

Division Memorandum No. 182, s. 2017

DIVISION PAID PERSONNEL

TO: PSDS/ District OIC's

1. To expedite the processing of salaries, monitoring of payables and other matters connected with financial reporting, Public Schools District Supervisors are directed to submit a list of division paid personnel or those personnel who are not yet included in the regional payroll by district on or before March 24, 2017 to accounting unit. (*CF Annex A*)
2. Starting April 2017, submission of Daily Time Record (DTR) or Form 48 of Division Paid Personnel must be done by district on or before every 10th day of the month. (*CF Annex B*)
3. For strict compliance.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent *A*

DEPARTMENT OF EDUCATION
DIVISION OF CEBU PROVINCE
 Sudlon, Lahug, Cebu City
 District: _____

LIST OF DIVISION PAID PERSONNEL
 as of March 15, 2017

No.	School	Name (Last, Given, Middle)	Date of Birth	Sex	Position	Date of Appointment	First Day of Service	Wtax Code	GSIS BP No.	PHIC No.
ELEMENTARY										
1										
2										
3										
4										
5										
6										
JUNIOR HS										
1										
2										
3										
4										
5										
6										
SENIOR HS										
1										
2										
3										
4										
5										
6										

Prepared by:

Cerified Correct:

Public Schools District Supervisor

DEPARTMENT OF EDUCATION
 DIVISION OF CEBU PROVINCE
 Sudlon, Lahug, Cebu City

District: _____

TRANSMITTAL OF FORM 48
 For the month of _____

No.	School	Name (Last, Given, Middle)	No. of Minutes Late	No. of Days Absent (Without Pay)
ELEMENTARY				
1				
2				
3				
4				
5				
6				
JUNIOR HS				
1				
2				
3				
4				
5				
6				
SENIOR HS				
1				
2				
3				
4				
5				
6				

Prepared by:

Certified Correct:

PSDS
