



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM 2024-05-215

DEPED MALAYBALAY CITY DIVISION  
**RELEASE**  
 R 20 MAY 2024 D  
 Date: \_\_\_\_\_  
 By: *[Signature]*

**DIVISION MEMORANDUM**

No. 215, s. 2024

To: **Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Teaching & Non-Teaching Personnel  
 All Others Concerned  
 This Division**

From: **CHERRY MAE L. LIMBAGO-REYES, CESQ V**  
 Schools Division Superintendent  
 Office of the Schools Division Superintendent

*actual reading & review of Form 7 for both Elem & Sec*

Date: **May 16, 2024**

Re: **REITERATION ON THE SCHEDULE OF SUBMISSION OF DTR, READING OF MONTHLY PAYROLL WORKSHEET/ REPORT OF SERVICE, AND 1<sup>ST</sup> SALARY CLAIM FOR CY 2024**

- To fast-track the preparation and submission of the consolidated Monthly Payroll Worksheet/ Report of Service (Form 7) to the Regional Payroll Servicing Unit. This Office reiterates the prompt submission of Daily Time Record (DTR) and Form 7 to the Payroll Servicing Unit of this Division, which is "morning of every 2<sup>nd</sup> working day of the month".
- The field is also hereby informed on the schedule of DTR submission and reading of Form 7 for CY 2024. All school Form 7 In-Charge must ensure that the Form 7 and DTRs of School Heads are duly approved by their respective Public Schools District Supervisor.

DTR Period	Submission/Reading Schedule
January 1-31, 2024	February 2, 2024 (Friday)
February 1-29, 2024	March 4, 2024 (Monday)
March 1-31, 2024	April 2, 2024 (Tuesday)
April 1-30, 2024	May 3, 2024 (Friday)
May 1-31, 2024	June 4, 2024 (Tuesday)
June 1-30, 2024	July 2, 2024 (Tuesday)
July 1-31, 2024	August 2, 2024 (Friday)
August 1-31, 2024	September 3, 2024 (Tuesday)
September 1-30, 2024	October 2, 2024 (Wednesday)
October 1-31, 2024	November 4, 2024 (Monday)
November 1-30, 2024	December 3, 2024 (Tuesday)
December 1-31, 2024	January 3, 2025 (Friday)



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: malaybalay.city@deped.gov.ph



21 99 0060



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

3. It is also expected that salary claim for newly hired and their succeeding claims shall observe the following schedule below.

Salary	Schedule of submission	Schedule of release
1 <sup>st</sup> Half of the Month (1-15)	Every 17th working day of the month	Every 20th working day of the month
2 <sup>nd</sup> Half of the Month (16-30)	Every 2nd working day of the month	Every 5th working day of the month

4. For strict compliance.

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: malaybalay.city@deped.gov.ph



21 93 0060