




MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Administrative Officer V
Division Accountant
Budget Officer
Cashier Officer
Budget and Finance Staff

By: 
ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

FROM:  **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent

SUBJECT: **PROCESSING OF SALARY OF JOB ORDERS**

DATE: July 28, 2016

With the continues aim of improving the payroll management system of the Division including the payment of salary for the Job Orders, please be informed of the following guidelines to ensure timely release of salary for the Job Orders :

1. Salary cut-off of Job Orders shall be every 25th of the month;
2. A fully accomplished Daily Time Records shall be submitted to Ms. Maribel Rojo – Junior Bookkeeper every 25th of the current month only. Each personnel shall take accountability for the late submission of DTR;
3. The excess days after 25th of the current month shall be added to the salary computation of the succeeding month.
4. Budget and finance staff in-charge of processing and releasing of checks shall coordinate from time to time with the signatories to ensure the timely release of salary before the end of the current month.

For your information, guidance and strict compliance.