



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

INTER-OFFICE MEMORANDUM
IOM-2023 018

**TO: Chief of Functional Division
Head of Sections/Units
Division Office Personnel**

FROM: EVANGEL M. LUMINARIAS PhD., CESO V
Schools Division Superintendent

**SUBJECT: SUBMISSION OF CSC FORM 48 (DTR) AND OTHER DOCUMENTS FOR
PAYMENT OF SALARIES AND WAGES**

DATE: July 3, 2023

1. This Office reiterates to Sec. 4.1.2 of COA Circular No. 2012-001 dated June 14, 2012 and CSC Memorandum Circular No. 21, s. 1991 otherwise known as Policy on Government Working Hours for Government Officials and Employees as guiding principles in compliance with the submission CSC Form 48 or Daily Time Record (DTR) as the basis to payment of salaries and wages.

2. In that connection, and in compliance of the above-mentioned rules and regulations, this Office shall strictly impose the submission of the following pertinent documents in two (2) original copies to the Payroll Unit, to wit;

- 2.1. CSC Form 48 duly signed by immediate head/authorized officer
- 2.2. Approved Form 6 (if on leave)
- 2.3. Travel Order/Certificate of Appearance (if official travel)
- 2.4. Approved Pass Slip (In case of personal errand/concerns)

3. Deadline of submission of the complete set of documents shall be every 5th day of the following month. In case the deadline falls on a weekend or holiday, submission would be adjusted to the last working day prior to the 5th day. Failure of the employee to submit the said documents in the succeeding month despite of a friendly reminders, the in-charge of the processing of Form 7 in the Division Payroll Services Unit has the authority to put a remark in Form 7 as no DTR and likewise the basis for action taken in the RPSU to delete the name in the regular payroll.

4. For widest dissemination and strict compliance.

