



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent


21 MAR 2023

DIVISION MEMORANDUM
No. 203, s. 2023

SUBMISSION OF CSC FORM 48 (DTR) AND UPDATING OF E-FORM 7

To: Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Heads
Non-Teaching Personnel
All Others Concerned

1. To give ample time for the Human Resource Management Unit (HRMU) in the consolidation and preparation of Monthly Payroll Worksheet and Report of Services and to ensure meeting the deadline of submission to the Regional Office which is every 10th of the month, the final updating of E-form 7 for teaching and non-teaching personnel in schools/districts is every 8th of the month and the deadline of submission of DTR is every 15th of the month.
2. For Division Office personnel, deadline of submission of DTR with complete attachments is **changed from the 10th of the month to the 5th of the month.**
3. In case the deadline falls on a weekend or holiday, submission shall be adjusted to the last working day prior to the weekend or holiday.
4. For inquiries and clarifications concerning this matter, you may contact the HRMU at (035) 422-0267.
5. For widest dissemination and strict compliance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

3/20/23

SPP/NLR/AdsP/LBY/jad
March 20, 2023



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