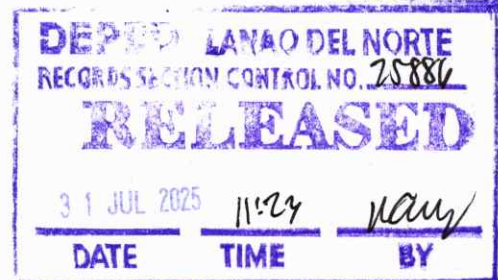




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



June 25, 2025

DIVISION MEMORANDUM

No. 413, s.2025

**ENHANCED GUIDELINES ON THE TIMELY AND ACCURATE
SUBMISSION OF DAILY TIME RECORD (DTR) AND FORM 7 (MONTHLY
PAYROLL WORKSHEET AND REPORT OF SERVICE)**

To: Public Schools District Supervisor
School Heads
Administrative Officers II
All Concerned Personnel

1. In the interest of ensuring timely payroll processing and minimizing delays caused by late or incomplete submissions, this Division issues enhanced guidelines to enforce accountability, streamline validation processes, and strengthen compliance among all concerned personnel.

Recurring issues such as late submission of Daily Time Record (DTRs), delayed or incomplete Form 7 submissions, and unresponsiveness of some Administrative Officer II's (AO IIs) during validation and follow-ups have significantly impacted payroll operations.

2. New and Revised Guidelines

- I. Accountability for Late Submission
 - a. All late submissions either DTRs or Form 7s must be accompanied by a written justification addressed to the Schools Division Superintendent (SDS).
 - b. These justifications will be logged and monitored by the Administrative Officer V and shall form part of the compliance record of the concerned personnel.
- II. Monthly Compliance Reporting
 - a. All AO II's shall submit a monthly compliance report through the Administrative Officer V indicating:
 - Schools that submitted late
 - Instances of incomplete



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- b. The AO II of the sending station must coordinate and follow up accordingly and must ensure that the validated Report of Service is received and integrated into the mother station's Form 7 on or before the 2nd day of each month.
- c. In case of non-submission or late submission, the AO II of the sending station shall be held liable.

III. Deadline of Submission

- a. Report of Service for Detailed Personnel
 - Due to the AO II of sending station: on or before the 2nd day of each month.
- b. District/School Consolidated Form 7 to the SDO including consolidated Supplemental detailed personnel – Other Station
 - Due: On or before the 5th day of each month.
 - If the 5th falls on a Saturday or a holiday preceding a weekend, submission shall be moved earlier to the 4th.
 - If the 5th falls on a Sunday, submission shall be moved to the next day.

3. Failure to adhere to these guidelines, especially in the submission of reports for detailed personnel, will result in delays in payroll processing and may subject the responsible personnel to administrative action.

4. For widest dissemination and strict compliance.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent