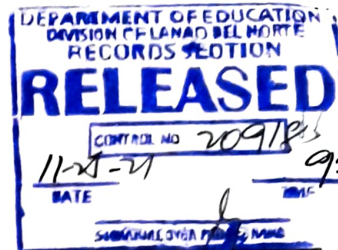




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



Division Memorandum

No. 28 s. 2021

To: **PSDS Samanira S. Saripada / ALIVE Division Focal Person**
School Heads (Elementary/Secondary)
Administrative Officers II
Contract of Service of ALIVE-ASATIDZ Teacher (Elementary/Secondary)
All Others Concerned
This Division

From: 
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

Subject: **SUBMISSION OF DAILY TIME RECORD (DTR) AND PREPARATION OF SUMMARY REPORT OF SERVICE FOR THE CONTRACT SERVICES OF ALIVE-ASATIDZ TEACHERS**

Date: **November 23, 2021**

1. All Alive-Asatidz teachers under contract of service is hereby directed to submit their Daily Time Record (DTR) to the Administrative Officer II assigned at their respective assignment every 3rd working day of the succeeding month.
2. All Administrative Officers shall consolidate the DTR and prepare a separate Form 7 using the attached prescribed format and submit to this Office together with the Form 7 of regular employees.
3. Failure to submit their DTR in the deadline shall be excluded in Form 7 and shall file their salary claim with the written explanation/justification for the delay of submission addressed to the Schools Division Superintendent.
4. Immediate dissemination of this Memorandum is desired.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09



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Republic of the Philippines
Department of Education
Region X, Northern Mindanao
DIVISION OF LANA O DEL NORTE
Tubod, Lanao del Norte



ALIVE-ASATIDZ ALLOWANCE
MONTHLY PAYROLL WORKSHEET & REPORT OF SERVICE
For the Month of NOVEMBER 2021

No.	Employee Name	District	WITH DTR (1 or 0)	HONORARIUM (8,000.00) (a)	ADDT'L HONORARIUM (1,000.00) (b)	ADDT'L ALLOWANCE (1,000.00) (c)	Subtotal (a+b+c)	Absences		Total Deduction	Total Amount	No.	Account No.
								No. of Days	Deduction				
1				-	-	-	-		-	-	-	1	
2				-	-	-	-		-	-	-	2	
3				-	-	-	-		-	-	-	3	
4				-	-	-	-		-	-	-	4	
5				-	-	-	-		-	-	-	5	
6				-	-	-	-		-	-	-	6	
7				-	-	-	-		-	-	-	7	
...NOTHING FOLLOWS...													
TOTAL				-	-	-	-		-	-	-		
Prepared by:				CERTIFIED: Funds available in the amount of ₱ -					CERTIFIED: Each employee whose name appear above has been paid the amount indicated opposite his/her name.				
<u>WARNIE B. EDREA</u> AO IV - HRMO				<u>TORR AURELIO M. ARDON, CPA</u> Accountant III					<u>MARIAM A. MAPANDI</u> AO IV - Cashier				
CERTIFIED: Expenses/Advance necessary lawful and incurred				APPROVED FOR PAYMENT:									
<u>ARMANDO B. PASOK</u> Administrative Officer V				<u>EDILBERTO L. OPLENARIA, CESO V</u> Schools Division Superintendent									