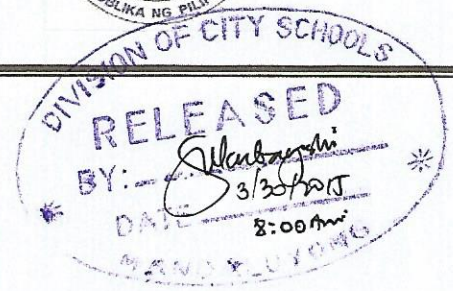




Republic of the Philippines  
 Department of Education  
 National Capital Region  
**DIVISION OF CITY SCHOOLS**  
 City of Mandaluyong

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Date : March 30, 2015

**RUSH**

Memorandum To : Education/District Supervisors  
 Principals, Public Elementary & Secondary Schools  
 Administrative Officer V  
 Acting Human Resource Management Officer

Subject : **SUBMISSION OF DAILY TIME RECORD, BUNDY CARD, FORM 7 AND FORM 6**

The School Calendar for SY 2014–2015 ends on March 27, 2015, thus, all schools are expected to submit the March 2015 Daily Time Record (DTR), Bundy Card, Form 7 and Form 6 of teaching personnel on or before **March 31, 2015**. While the Non-Teaching Personnel is expected to submit their DTR, Bundy Card, Form 6 and Report on absences not later than **April 1, 2015**. Submission of the said records and reports should be on time so that we will be able to submit the Reports to Regional Payroll Services Unit (RPSU) promptly.

Additionally, this Office is addressing the problem on prompt remittances of benefits and remittances to our partner agencies (e.g. GSIS, Philhealth, Pag-Ibig, BiR, etc.) being deducted from the nationally-paid teachers and non-teaching personnel who still receive their salary from the Division Office and not in the regular ATM Payroll. Thus, this Office is requiring all schools to submit the DTR and Form 6 of all nationally-paid teachers and non-teaching personnel who still receive their salary from the Division Office every **1<sup>st</sup> day of the following month**. Schools should not submit the DTR of these teachers simultaneously with the Form 7 of Regular Teachers receiving salary via ATM salary payroll of RPSU. **Schools should submit FIRST to the Division Office Personnel Department the DTR, Bundy Card and Form 6 of teachers who still receive their salary from the Division office.** In this way, this Office will facilitate and release the salary of these teachers earlier and remittances of their deductions in the salary will also be on time to prevent penalties. Majority of these teachers are new teachers like the following teachers:

Name of Employee	School	Status
Mendoza, Hadji	Pleasant Hills Elem. School	Regular-Permanent
Ostras, Elizabeth	Pedro P. Cruz Elem. School	Regular-Permanent
Vallena, Ivony	Pedro P. Cruz Elem. School	Regular-Permanent
Creencia, Merlyn	Plainview Elem. School	Regular-Permanent
Roxas, Madelyn	Addition Hills Int. School	Regular-Permanent
Segundo, Fiona	Nueve de Febrero Elem. School	Regular-Permanent
De Guzman, Amika	Hulo Elementary School	Regular-Permanent
Fontanilla, Margie	Hulo Elementary School	Regular-Permanent
Sadaya, Ma. Corazon	Dona Basilisa Yangco Elem. School	Regular-Permanent
Competente, Gloria	Highway Hills Integrated School	Regular-Permanent
Camacho, Lara Maesa	Isaac Lopez Integrated School	Regular-Permanent
Mamugay, Jomel	Isaac Lopez Integrated School	Regular-Permanent
Camorongan, Denise Marie	Eulogio Rodriguez Integrated School	Regular-Permanent
Potente, Ma. Noemi	Eulogio Rodriguez Integrated School	Regular-Permanent
Anastacio, Aileen	Hulo Elementary School	Substitute
Cansilao, Denmark	Eulogio Rodriguez Integrated School	Substitute




Dimen Rosalie	Mandaluyong Elem. School	Substitute
Cervera, Cristy	Mandaluyong Elementary School	Substitute
Concepcion, Maricel	Pedro P. Cruz Elem. School	Substitute
Laderas, Brendita	Highway Hills Integrated School	Substitute
Duazo, Rona	Nueve de Febrero Elem. School	Substitute
Daque, Florabella	Mataas Na Paaralang Neptali A. Gonzales	Substitute
Perlota, Ezra	Ilaya Barangka Integrated School	Substitute
Jugo, Cristina	Highway Hills Integrated School	Substitute

In addition, there are teachers and non-teaching personnel who are inadvertently/unintentionally omitted in the payroll because of either 9 days and above absences without pay, late submission of Daily Time Record and late submission of reinstatement/return to duty papers. These employees should submit their duly signed DTR, Form 6, copy of payroll where the employee is inadvertently omitted (only in the page of payroll which the name of the employee should be reflected) and a Certification from the Principal that the employee is inadvertently omitted and cite the reason for such omission. These requirements should be submitted in the Division Office Personnel Department not later than the **1<sup>st</sup> day of the following month** when the employee is omitted.

This office is expecting the full cooperation of all concerned for the improvement of our services to our clientele. For inquiries and other clarifications, please call the Division Office Personnel Department.

Immediate dissemination and **strict compliance** of this Memorandum is desired.

  
**NERISSA L. LOSARIA, CESO VI**  
 Officer-in-Charge

Office of the Schools Division Superintendent