



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 10, 2021

OFFICE MEMORANDUM

No. **088**, s. 2021

To: All Contract of Service Employees

**SUBMISSION OF SUPPORTING DOCUMENTS
FOR THE PAYROLL PREPARATION**

1. To facilitate early release of salary, all Contract of Service employees of this Office are directed to submit their Daily Time Records with complete attachments and Contract of Service in two (2) sets duly certified by the authorized signatories to the Administrative Division-Personnel Section on the **1st working day of the following month.**
2. For strict compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-PS-EDR

