



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

November 17, 2021

OFFICE MEMORANDUM

No. **000602**, s. 2021

To: Contract of Service Employees
All Others Concerned

**TWICE-A-MONTH PROCESSING AND RELEASE OF SALARY
OF CONTRACT OF SERVICE EMPLOYEES**

1. Effective **December 2021**, the salary of contract of service employees shall be processed and released on a twice-a-month basis.
2. In view thereof, the Contract of Service employees are directed to immediately submit their accomplished Daily Time Records with the required supporting documents in two (2) sets **every 16th day** of the month for the 1-15 salary and **every 1st day** of the succeeding month for the 16-31 salary to the Personnel Section Payroll Services c/o Ms. Milgrace A. Gaddi for the preparation of payroll.
3. For strict compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-EDR

11:15am 602
PDT 11/18/21

