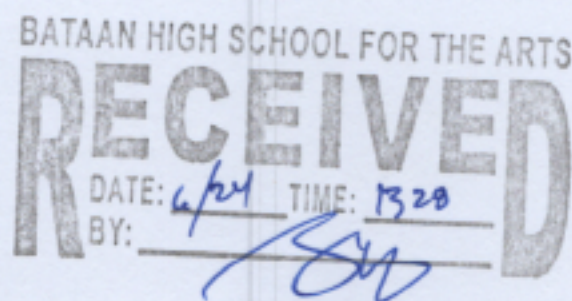




Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 129, s. 2026

JUN 24 2026

**STREAMLINING THE PAYROLL DOCUMENTATION FOR MOOE AND PSB
CONTRACT OF SERVICE (COS) WORKERS**

To: Deputy Directors
Chiefs, Functional Divisions
All Others Concerned

1. This Office issues the new protocols, as agreed during the meeting dated June 19, 2026, for the prompt, complete and accurate payroll documentation and payment of wages of Contract of Service (COS) workers.
 - a. The cut-off date and time for Daily Time Record (DTR) shall be every 16th day of the month and 1st day of the ensuing month at 9:00am. Daily Log sheet shall supplement the DTR in case of blank or erroneous entries due to power interruption, system error and other valid reasons.
 - b. All COS workers shall prepare their Accomplishment Reports on a daily basis and handwritten. It must be neat, complete, and legible.
 - c. Biometric system shall be used for recording attendance.
 - d. Printing of the DTRs shall be transferred to the Administrative Division - Human Resource Unit.
2. All concerns, queries, or clarification regarding DTRs and other administrative matters shall be coursed through the Chief Administrative Officer - Administrative Division or the Deputy Director for Administration.
3. This Memorandum shall take effect immediately.
4. Strict compliance of this Memorandum is earnestly desired.


MIA ARIANA P. TANCIONGCO, PhD
Director III - School Director

JUN 23 2026

Enc.: None

Reference: Minutes of the meeting dated June 19, 2026
OSDO2/June 23, 2026