



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
PERSONNEL



October 2, 2023

OFFICE MEMORANDUM
UNNUMBERED

TO: Western Tabuk District
Southern Tabuk District
Northern Tabuk District
Eastern Tabuk District
Senior High School
Bado Dangwa NHS
Balong NHS
Cudal NHS

**REITERATION ON THE SUBMISSION OF LACKING DOCUMENTS FOR THE MONTHS
JANUARY-MAY 2023**

1. This is to reiterate the Office Memorandum dated **September 7, 2023**, in compliance to Notice of Suspension (NS)- NS No. 2023-01 DO-TAB from the Commission on Audit (COA) due to non-submission of the Daily Time Records (DTRs) and approved Form 6 together with other supporting documents of Payroll.
2. Said Office Memorandum indicated the deadline of submission was **September 30, 2023**, but it was observed that there are those who didn't comply. Attached is the list of unsubmitted/lacking documents for the month of January-May 2023 including lacking documents from June-August.
3. Submit the said lacking documents to the Personnel Office on or before **October 30, 2023**.
4. For strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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DepEd Tayo Tabuk City