



October 29, 2024

HOSPITAL MEMORANDUM

No. 421 s. 2024

TO : ALL CONCERNED PERSONNEL
SUBJECT : REVISED CUT-OFF DATE OF JOB ORDER (JO) DAILY TIME RECORD (DTR) FOR THE SECOND (2ND) HALF OF OCTOBER 2024 AND THE MONTH OF NOVEMBER 2024

Upon the recent review of the payroll calendar of Job Order (JO) personnel, it was observed that the usual days of submission and receiving of Daily Time Record (DTR) covering the 2nd half of October 2024 and the month of November 2024 will fall on weekends. Hence, there is a need to temporarily revise the timeline of processing of their DTRs to ensure that they will receive their wages for the aforementioned period at the earliest possible time.

The following revised cut-off dates and schedule shall be adhered to:

Payroll Period	Cut-off Date	DTR(s) to Submitted	Submission to HRMO
October 2024 2 nd Half	October 29, 2024	October 16 to 29, 2024	October 30, 2024 (Wed) to October 31, 2024 (Thu)
November 2024 1 st Half	November 13, 2024	October 30 to 31, 2024 & November 1 to 13, 2024	November 14, 2024 (Thu) to November 15, 2024 (Fri)
November 2024 2 nd Half	November 30, 2024	November 14 to 30, 2024	December 2, 2024 (Mon) to December 3, 2024 (Tue)

Failure to submit DTRs on the aforementioned schedule will result to the exclusion from payroll processing so as not to delay the release of salaries of those who submitted within the prescribed timeline.

For guidance and strict compliance.

DR. RICARDO B. AUDAN, FPAFP, DPA, CHA
 Medical Center Chief II