



Republic of the Philippines  
DEPARTMENT OF HEALTH  
Davao Center for Health Development  
*Southern Philippines Medical Center*



November 29, 2024

**HOSPITAL MEMORANDUM**

No. 463 s. 2024

**TO : ALL CONCERNED PERSONNEL**  
**SUBJECT : EARLY CUT-OFF OF JOB ORDER (JO) DAILY TIME RECORD (DTR)**  
**FOR THE FIRST HALF OF DECEMBER 2024**

In order to facilitate the release of the Job Order (JO) salaries on **December 20, 2024 (Friday)**, the cut-off date of the daily time record (DTR) for the first half of December 2024 will be on **December 12, 2024 (Thursday)**.

This is to give ample time for the job order personnel and supervisors to print, review and sign their respective DTRs for the period covering **December 1 to 12, 2024**.

Consequently, the submission of the duly signed JO DTRs to the Human Resource Management Office (HRMO) will be on **December 13, 2024 (Friday)** and **December 14, 2024 (Saturday)**, **8:00 AM to 5:00 PM**.

Failure to submit DTRs on the abovementioned 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