



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

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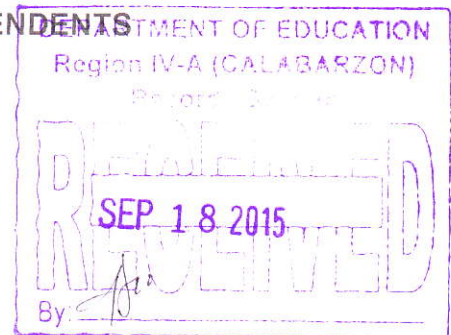
MEMORANDUM

T O : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : SUBMISSION OF DTRs/eFORM 7

DATE : September 18, 2015



Civil Service Rules and Regulations provide that all officers and employees, except presidential appointees, shall record their daily attendance on the proper form and have them registered on the Bundy clock and that the computation of the rendered eight (8) hours work daily shall be based on the recorded log in and log out on the time cards. Heads of offices shall be responsible for the attendance of their personnel. School heads, not being presidential appointees, are not exempt from recording their attendance by logging in and out and submitting their daily time record.

In the preparation of payroll, it has been observed that many schools do not submit their eForm 7 on a monthly basis. The eForm 7 is the prescribed summary record of the attendance of all teaching and non-teaching personnel in the schools and division offices for payroll purposes. The non-submission of said eForm 7 cannot automatically be considered to mean complete attendance of all personnel in said school/division office. For failure of school heads to submit their eForm 7, overpayments of salaries have been occurring.

In this regard, all Schools Division Offices shall take responsibility in tracking and submitting to the Regional Office the eForm 7 of ALL schools under their jurisdiction, whether or not the reports contain absences/tardiness/undertime for the month.

All school heads shall submit their attendance report to their respective Division Offices together with the required attachments, if needed and the latter shall check the report, consolidate and send to the Administrative Division, this Region not later than the 7th day of the month (e.g. absences/tardiness/undertime for the month of September

should be submitted on or before October 7) through the respective email addresses, as follows:

Division	Email Ad
Antipolo City	antipolo4ae@yahoo.com.ph
Bacoor City	cavite4a@yahoo.com.ph
Batangas	batangas4ae@yahoo.com.ph
Batangas City	batangascity4ae@
Binan City	laguna4ae@yahoo.com.ph
Calamba City	citycalamba@yahoo.com.ph
Cavite	cavite4a@yahoo.com.ph
Cavite City	cavitecity082@yahoo.com.ph
Dasmaringas City	dasmacity292@yahoo.com.ph
Imus City	cavite4a@yahoo.com.ph
Laguna	laguna4ae@yahoo.com.ph
Lipa City	lipacity4a@yahoo.com.ph
Lucena City	lucena4ae@yahoo.com.ph
Quezon	quezon4ae@yahoo.com.ph
Rizal	rizal4as@yahoo.com.ph
San Pablo City	citysanpablo@yahoo.com.ph
Santa Rosa City	citystarosa@yahoo.com.ph
Tanauan City	tanauan4ae@yahoo.com.ph
TayabasCity	tayabas4ae@yahoo.com.ph

For strict compliance.

