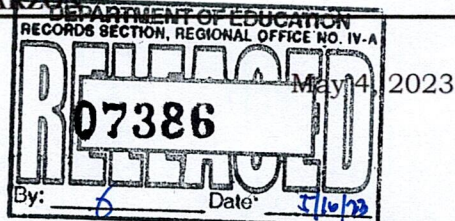




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Regional Memorandum
No.241 s.2023



**EVALUATION OF ACCOMPLISHMENT OF ENGINEERS AND
ARCHITECTS UNDER CONTRACT OF SERVICE AND
SUBMISSION OF DOCUMENTS FOR THE
PROCESSING OF SALARY**

To: Schools Division Superintendents

1. In reference to Regional Memorandum No. 40 s.2023 titled Renewal and Deployment of Engineers and Architects under Contract of Service (DPEs-CoS), this Office through Education Support Services Division (ESSD) will evaluate the activities and performance of the deployed DPEs-CoS upon submission of monthly accomplishment report. Random face-to-face or virtual assessments will be conducted by the ESSD Chief together with Regional Engineer at the concerned Schools Division Offices.
2. Accomplishment reports shall be in pursuant to OUA MEMO 00-131-0227 Annex B2 dated March 31, 2022, to be attached to the Daily Time Record (DTR). The deployed DPEs-CoS shall register to Schools Division Office DTR via Bundy clock, biometric, logbook, etc. for monitoring and recording of their attendance in their Official station.
3. Daily Time Record shall be submitted to the Office of the Schools Division Superintendents (SDS) for approval and indorsement to the Regional Office on or before the fifth day of the succeeding month.
4. Certificate of Appearance from School Heads or representatives in the Approved Travel Authority shall be the basis of verification of the attendance of DPEs-CoS while performing fieldwork, monitoring, validation, and project inspection.
5. The salaries of DPEs-CoS will be processed and paid by the Regional Office. Payment of salaries for the DPEs-COS will be facilitated upon submission of complete and necessary documents with proper tagging of pages for signature i.e. Accomplishment Report and DTR indorsed by SDS, BIR Forms, and other supporting documents.

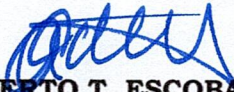


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Certificate No. PHP QMS
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6. Claims for payment of overtime (OT) services rendered beyond the eight (8) hours required in a day considering night shift differential, including Saturdays, Sundays, holidays, and non-working days shall be supported by the duly approved request for Authority to Render Overtime Services or Office Memorandum, DTR and Accomplishment Report for the actual work done during OT.
7. Overtime pay shall be charged to available savings, subject to existing rules and regulations on the use of savings, and other fund sources authorized under existing laws, rules, and regulations.
8. Non-compliance of DPEs-CoS will be subject to further assessment and performance review. Transfer of area of assignment may be recommended by the ESSD Chief for approval of the Regional Director and indorsement to the Central Office if there will be a report of work issues and other concerns from the concerned Schools Division Offices.
9. For more information or queries, please contact Chief Michael Girard R. Alba at 09178882731 or Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 - 2114 local 430.
10. Immediate dissemination and compliance of this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director