



14 September 2020

**MEMORANDUM CIRCULAR NO. 88**

Series of 2020

**T O: All Concerned**

**R E: Reiteration of University Policies re: Schedule of Payment of Salaries of Casual and Contractual Employees and Submission of Monthly Daily Time Record (DTR) of Regular Employees**

This is to reiterate the following existing policies of the university for the guidance of all concerned:

1. The schedule of payment of salaries of casual and contractual employees **on the 5<sup>th</sup> and 20<sup>th</sup> day of the month** as provided for in OP MC No. 48 s. 2003 shall continue to be implemented. All Office/department heads and supervisors concerned are therefore reminded to sign the Daily Time Records of their casual and contractual employees **ONLY** after services have actually been made.
2. The submission of the DTR of regular employees, duly certified by the supervisor shall be on or before the 5<sup>th</sup> working day of the succeeding month to the Payroll and Leave Benefits Office (PLBO). Failure to submit DTR within the deadline would mean non-inclusion in the payroll for salaries of the current month the payroll is prepared.

For compliance of all concerned.

  
**EDGARDO E. TULIN**  
President

cc: Payroll and Leave Benefits Office  
Cash Office