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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 04 - *D46*, s. 2024

To : ALL GRADUATE SCHOOL FACULTY

SUBJECT : **MONTHLY CLAIM OF HONORARIA, OVERLOAD AND PROMPT SUBMISSION OF DAILY TIME RECORD (DTR)**


DATE : APRIL 18, 2024



The State Auditor of the Commission on Audit (COA) observed that DTR submission were untimely and delayed by nearly a semester. With this, the Commission on Audit advises that the DTR for the claim of monthly honoraria and overload be submitted **MONTHLY** in **three** (3) copies along with all necessary supporting documentation.

With this, all Graduate School Faculty is directed to submit their DTRs on time, on or before 10th day of the month, for a regular claim of honoraria in order to avoid the non-payment of the same.

For strict compliance.


NEMESIO G. LOAYON, PhD
SUC President III

Copy furnished: All concerned Faculty