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Eastern Visayas State University
Campus Director

DR. JEFFRY OCAY


In the service of God, country, and EVSU,

For your strict compliance.

As you may already know, VP for Academic Affairs **Dr. Lydia M. Morante** had already issued a memo stating that both regular and part-time faculty shall file their DTR forms for overload payments and salaries respectively on a monthly basis. Furthermore, **Dr. Morante** emphasized that she will no longer approve any request for overload payments and salaries filed at the end of the Semester lumping together payments/salaries for the past five months or so. For this reason, I am giving our faculty both regular and part-time until **30 April 2024** to file their DTR forms for payments/salaries since January 2024. Needless to say, I will no longer sign any request for late payments by 1 May 2024 (except the payment/salary for April 2024).

SUBJECT : Monthly Filing of DTR Forms for Overload and Part-time Faculty Salaries

TO : Department Heads
FROM : Campus Director
DATE : 24 April 2024

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MEMORANDUM

