**Salary of COS**

Submission of Documents for Salary shall be every 15th and last day of each month.

Documentary Requirements

Cover Letter for Request for Salary

 Daily Time Record signed by employee and verified by School Head (Original – 2 copies)

 Daily Accomplishment Report signed by employee and verified by School Head (Original – 1 copy)

*\*Should the cut-off date fall on a weekend, holiday, or non-working day, the cut-off date shall be automatically extended to the next business day.*

**Format of Daily Accomplishment Report**

**Daily Accomplishment Report**

**Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity/Task** | **Output** | **Quantity of Output Produced (If applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*add rows when needed*

Prepared by: Verified by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature School Head

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_