

## Requirements for Salary Claim - Permanent and Transferee

**REMINDER:** Arrange items 1-13 in order as listed below. MAKE 3 COPIES and **PLEASE SEGREGATE** copies for **COA, Cashiering & Accounting**, in 1 folder only.

- 1 Salary Claim Computation
- 2 Obligation Request and Status (ORS) (**Box A - signed by PSDS/Principal/School Head**)
- 3 Request Letter (Pls. state the period to be claimed)
- 4 DTR (pls. fill up properly-w/ signature of the School Head/Principal/PSDS) - original
- 5 Permanent Appointment attested from CSC
- 6 Advice Order
- 7 First Day of Service
- 8 Panunumpa sa Katungkulan
- 9 Assets and Liabilities
- 10 Photocopy of Official Receipt of payment made at PHILHEALTH for the month claimed
- 11 Phil.Veterans Bank **Account # - Payroll Acct** (photocopy the paper asked from the Phil. Veterans Bank w/ account #)
- 12 Pag-ibig MID(Membership Identification)number or RTN(Registration Tracking Number), if no MID no.
- 13 Contact Number

### **Add'l requirements for Transferee only:**

- 14 Division Clearance (for Transferee from other division/old nationalized high school)
- 15 Certificate of Last Payment (for Transferee from other division/old nationalized high school)

### **NOTE:**

- √ All photocopied documents must be authenticated/certified by the principal or school head.
- √ Make sure that all signatories of the documents submitted have affixed their signatures before submission.
- √ Please comply all requirements before submission to avoid delay of processing.
- √ Requirements that are not segregated will not be received.

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### **For inclusion in the Regional Payroll**

(pls submit immediately once complied)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Duly signed Appointment (3 copies)  |
| <input type="checkbox"/> | Appointment of Promoted Teachers from T-II to Retired as reflected in the appointment (3 copies)                            |
| <input type="checkbox"/> | Advice Order  |
| <input type="checkbox"/> | First Day of Service  |
| <input type="checkbox"/> | Panunumpa sa Katungkulan  |
| <input type="checkbox"/> | Assets and Liabilities  |
| <input type="checkbox"/> | TRU - <b>BIR forms 1902</b> (Application for TIN) and/or <b>2305 (for those w/TIN already)</b> - Employer's Copy (Original) |
| <input type="checkbox"/> | Phil.Veterans Bank <b>Account # - Payroll Acct</b> (photocopy the paper asked from the Phil. Veterans Bank w/ account #)    |
| <input type="checkbox"/> | Photocopy of Philhealth MDR or ID   |
| <input type="checkbox"/> | GSIS BP #   |
| <input type="checkbox"/> | Pag-ibig MID number   |
| <input type="checkbox"/> | Contact Number  |
| <input type="checkbox"/> | Division Clearance (for Transferee from other division/old nationalized high school)  |
| <input type="checkbox"/> | Certificate of Last Payment (for Transferee from other division/old nationalized high school)                               |

### **NOTE:**

- √ Authenticate/Certify all photocopied documents.
- √ 1 copy only except for the Appointments