



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X – Northern Mindanao  
DIVISION OF MISAMIS ORIENTAL  
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June 17, 2016

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR SALARY CLAIM FOR  
JUNE 2016 OF NEWLY-HIRED SENIOR HIGH SCHOOL TEACHERS**

TO: All Newly-Hired Senior High School Teachers  
Senior High School Principals/School Heads

All Senior High School Principals/School Heads are hereby directed to facilitate the submission of Documentary Requirements for Salary Claims of Newly-Hired Senior High School Teachers.

Newly-hired Senior High School Teachers who received their Advice Orders shall submit the **Scanned Copies** of the requirements online at [depedmisor.seniorhigh@gmail.com](mailto:depedmisor.seniorhigh@gmail.com) in the following order:

1. Request Letter addressed to SDS (please state the period to be claimed)
2. DTR – all original (please fill-up properly with signature of the School Head/Principal)
3. Permanent Appointment
4. Advice Order
5. First Day of Service
6. Panunumpa sa Katungkulan
7. Assets and Liabilities (SALN)
8. DBP-Capistrano Branch Account Number
9. PAG-IBIG MID No. Or RTN (Registration Tracking No.)
10. Photocopy of Official Receipt of payment made at Philhealth for the month claimed (as voluntary)
11. BIR Form 2305/1902 (required for computation of TAX)
12. Contact Number
13. Division Clearance (for transferee from other division or implementing units)
14. Certificate of Last Payment (for transferee from other division or implementing units)

Original copies shall be submitted in the same order to the School Principals/School Heads and the School Principals/School Heads shall submit the original copies during their monthly meeting at the Division Office.

**Deadline of online submission is on July 1, 2016.**

For strict compliance.

  
**CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
Schools Division Superintendent