



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
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March 2, 2017

DIVISION MEMORANDUM  
NO. 101 s. 2017

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR SALARY CLAIM  
WITH COMPUTATION AND PAYROLL 2017-ELEMENTARY, SECONDARY AND  
SENIOR HIGH SCHOOL**

TO: Public Schools District Supervisors  
District and/or School Admin. Assistant III/Admin. Assistant II/Admin. Officer II  
All Newly-Hired Elementary, Secondary and Senior High School Teachers  
All Others Concerned

All Public Schools District Supervisors are hereby directed to facilitate the submission of Documentary Requirements for Salary Claims with Computations and Payrolls of Newly-Hired Elementary, Secondary and Senior High School Teachers, who are not yet integrated in the regional payroll.

All Newly-Hired Teachers shall submit their salary claims to the District or School Administrative Assistant III, Administrative Assistant II and Administrative Officer II every 5th of the following month starting March 2017. The District or School ADAS III, ADAS II and AO II shall prepare the computation and separate payrolls for elementary, secondary and senior high school and submit the hard and soft copy to the PSDS together with the supporting documents. The PSDS shall then submit these to the Division Office on or before 15th of the same month.

For strict compliance.

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

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