



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
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Tayo
PARA SA
EDUKASYON

DIVISION MEMORANDUM

No. 227 s. 2017

May 17, 2017

**ADDENDUM TO DIVISION MEMORANDUM NO. 031 S. 2016
(FACILITATING PROMPT RELEASE OF SALARY CLAIMS OF
NEWLY-HIRED AND SUBSTITUTE TEACHERS)**

TO: Public Schools District Supervisors/ In-charge
Elementary and Secondary School Heads
All others concerned
This Division

1. E. Following are the cut-off dates:

Every 3rd of the month – submission of documents to the Bookkeeper

Every 8th of the month – submission by the Bookkeeper to the Division Office

Salary claims submitted after the cut-off date shall be processed on the following month.

3. Immediate dissemination of this Memorandum to all concerned is enjoined.

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



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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January 18, 2017

DIVISION MEMORANDUM

No. 031 s. 2016

**FACILITATING PROMT RELEASE OF SALARY CLAIMS
OF NEWLY-HIRED AND SUBSTITUTE TEACHERS**

To: Public Schools District Supervisors/ In-charge ;
Elementary and Secondary School Heads
All others concerned
This Division

1. To facilitate prompt release of salary claims of newly-hired and substitute teachers, processing of documents shall be done in the following manner:

- A. At the end of the month, the newly-hired or substitute teacher shall submit to his/her school head the required documents for salary claim in three copies, as follows:
- Request Letter addressed to SDS stating the period to be claimed
 - Original Biometric file or Daily Time Record with signature of the employee and the School Head
 - Appointment
 - Advice Order
 - First Day of Service
 - Panunumpa sa Katungkulan
 - Statement of Assets and Liabilities and Networth (SALN)
 - DBP-Capistrano Branch Account Number
 - Pag-Ibig MID number or RTN (Registration Tracking No.)
 - Photocopy of Official Receipt of Payment made to PHILHEALTH as voluntary member for the month claimed
 - GSIS BP Number (c/o Admin Section look for Ma'am Bahian)
 - Contact Number
 - IR Forms 2305 & 1902
 - Division Clearance (for Transferee from other division or Implementing Unit)
 - Certificate of Last Payment (for Transferee from other division or Implementing Unit)

Note: All photocopied documents must be authenticated/ certified by the school head

- B. Immediately after receiving the documents from the newly-hired or substitute teacher, the school head shall check and certify as to completeness and veracity of the said documents;
- C. In the first week of the following month of the claim, the bookkeeper shall submit the required documents to the Division Office, addressed to the Schools Division Superintendent, Attention: The Head of the Personnel Section, with a certification signed by the school head and the bookkeeper as to completeness and veracity of said documents for the salary claim; and

D. The Personnel Section shall immediately process the claim with all other concerned units/ sections in this Office.

2. The following are the Bookkeepers with their assigned school / district:

Lugait CS – M Iljude B. Bala
Manticao – Analyn F. Baloyos
Naawan CS – Jemrod R. Canoy
Initao CS – Michael E. Sandoval
Baliwagan CS – Gil V. Cagas
Laguindingan CS – Shayne Yannah B. Magdugo
Alubijid CS – Jennifer C. Ariasa
Opol CS – Melody B. Oguimas
Tagoloan CS – Fely R. Quezon
Claveria CS – Maricar M. Iman
Tagoloan NHS – Ma. Cecilia D. Acedo
San Isidro NHS – Pinky T. Cueto
Bobuntugan NHS – Matilde D. Flores
Naawan NHS – Joel T. Jo
Talisayan NHS – Nelsy G. Orimaco
Sta. Ana NHS – Juliet C. Taganas

Jasaan CS – Bernabe C. Mejos Jr.
Balingasag – Merlinda Dahang
Lugait NHs – Kristoffer C. Galarpe
Salay/Lagonglong – Jennifer G. Zulueta
Sugbongcogon CS – Niño Jomar S. Cablay
Kinoguitan CS – Ricky M. Ramoso
Talisayan CS – Ludmilla D. Salvaña
Medina CS – Junalene B. Joson
Magsaysay CS – Elmerle A. Opiso
Villanueva – Fely R. Quezon
Consuelo NHS – Harold D. Capito
Kibungsod NHS – Deny Wray C. Dagumol
Mat-I Naawan NHS – Marlyn B. Hambre
Mantangale NHS – Jay Q. Navarro
Esperanza NHS – Ma. Florita O. Salon
San Isidro SHS – Dale Vincent C. Villadores

3. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

CLL/rom

To be indicated in the Perpetual Index
under the following subjects:

TEACHERS

SALARY

POLICY