



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

21 DECEMBER 2023

DIVISION MEMORANDUM

No. **749** s. **2023**

**GUIDELINES ON THE RELEASE OF JOB ORDER SALARIES PAID BY
SCHOOL MOOE FOR THE MONTH OF DECEMBER 2023
AND GRATUITY PAY FOR FY 2023**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operation Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Program Coordinators/Implementors
Section Heads
Administrative Officer V – Admin Services Section
Administrative Officer IV – Personnel Unit
Elementary and Secondary School Heads
All District Senior Bookkeepers/Bookkeepers Designate
All Others Concerned
This Division

1. In compliance with Commission on Audit (COA) Department of Budget and Management (DBM) Joint Circular (JC) No. 2, s. 2020 on the updated rules and regulations governing job order (JO) workers in the government, as amended, the schools are hereby instructed to comply with the following specific instructions on the release of:

a) Job-Order Payment of Salaries for the month of December 2023

Prepare the payroll of the Schools Job Order Personnel with attachment in accordance with the checklist as provided in Division Memorandum (DM) No.201, s. 2022 on the payment of General Services:

1. Approved and properly Dated Job Order Contract (Latest)
2. Approved Daily Time Record (DTR) for the period December 1 to December 22, 2023
3. Approved Accomplishment Report for the period December 1 to December 22, 2023

b) Gratuity Pay for FY 2023

Prepare the following documents:

1. Biodata
2. Photocopy of any Government-issued Identification Card with a signature of the JO personnel
3. Index of Payment of each of the JO Personnel Hired per School from January 1, 2023 to December 21, 2023.

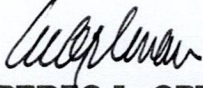




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

2. Further, the School shall also comply with the pertinent general instruction on the above-mentioned releases:
 - i. The Consolidated payroll shall be encoded by the School's designated personnel in the link provided below:

<https://bit.ly/MORJODSGP2023>
 - ii. Moreover, the following details shall be indicated in the link provided:
 1. Name of the JO Personnel
 2. Name of the School to where the JO Personnel rendered the said services
 3. First day of service
 4. Salary for the month of December 2023 as provided in the Approved Contract
 5. Amount of Gratuity Pay in accordance with DBM Budget Circular (BC) No. 2023-3 dated December 14, 2023
 6. The total amount received
3. The venue and the manner of payment for the said releases shall be announced in a separate division memorandum which will be released on December 27, 2023, Wednesday.
4. All concerned are advised to comply with the specific and general instruction on or before December 27, 2023.
5. For information, guidance, and strict compliance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

References:

COA DBM JC No. 2, s. 2020
DM No. 201, s. 2022
DBM BC No. 2023-3

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

| | | |
|---------|------------------|-----------|
| FINANCE | FINANCIAL CLAIMS | DEADLINES |
| POLICY | FINANCIAL REPORT | |

OSDS | FINANCE | ACCOUNTING elo/ega

