



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

Office of the Schools Division Superintendent

January 20, 2023

DIVISION MEMORANDUM

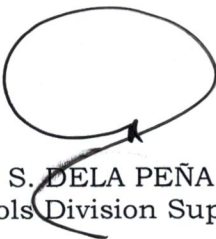
No. 067 s. 2023

ON TIME SUBMISSION OF DULY ACCOMPLISHED FORM FOR THE CREATION OF BP NUMBER, DULY SIGNED ASSUMPTION OF DUTY BY THE HR HEAD, APPROVED APPOINTMENT OF SUBSTITUTE TEACHER

TO: LUCIU, MAYCILLE B.
In-charge
All Others Concern

In the interest for timely salary of teachers who are on substitute status, you are hereby directed to help facilitate in the filling up of the required forms such as the creation of BP form and see to it that Assumption of Duty is duly signed including the on time submission of the Approved appointment of the teacher. Those documents should be immediately forwarded to the payroll section in-charge. These documents are needed for fast processing of the substitute teachers' salary claim.

For strict compliance.


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

/AAO, payroll

*Rec'd
maycille B. luciu*