

Requirements for Salary Claim - Permanent and Transferee

REMINDER: Arrange items 2-12 in order as listed below. MAKE 3 COPIES and PLEASE SEGREGATE copies for COA, Acctg & Cashiering, in 1 folder only.

- 1 Obligation Request (**Box A - signed by PSDS/Principal/School Head**)
- 2 Request Letter (Pls. state the period to be claimed)
- 3 DTR (pls. fill up properly-w/ signature of the School Head/Principal/PSDS) - original copy
- 4 Permanent Appointment attested from CSC
- 5 Advice Order
- 6 First Day of Service
- 7 Panunumpa sa Katungkulan
- 8 Assets and Liabilities
- 9 Photocopy of Official Receipt of payment made at PHILHEALTH
- 10 Phil.Veterans Bank **Account # - Payroll Acct** (photocopy the paper asked from the Phil. Veterans Bank w/ account #)
- 11 Pag-ibig MID(Membership Identification)number or RTN(Registration Tracking Number), if no MID no.
- 12 Contact Number

Add'l requirements for Transferee only:

- 13 Division Clearance (for Transferee from other division/old nationalized high school)
- 14 Certificate of Last Payment (for Transferee from other division/old nationalized high school)

NOTE:

- ✓ All photocopied documents must be authenticated/certified by the principal or school head.
- ✓ Make sure that all signatories of the documents submitted have affixed their signatures before submission.
- ✓ Please comply all requirements before submission to avoid delay of processing.
- ✓ Requirements that are not segregated will not be received.

For inclusion in the Regional Payroll

(pls. submit immediately once complied)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Duly signed Appointment (3 copies) |
| <input type="checkbox"/> | Appointment of Promoted Teachers from T-II to Retired as reflected in the appointment (3 copies) |
| <input type="checkbox"/> | First Day of Service |
| <input type="checkbox"/> | Panunumpa sa Katungkulan |
| <input type="checkbox"/> | Assets and Liabilities |
| <input type="checkbox"/> | TRU - BIR forms 1902 (Application for TIN) and/or 2305 (for those w/TIN already) - Employer's Copy (Original) |
| <input type="checkbox"/> | Phil.Veterans Bank Account # - Payroll Acct (photocopy the paper asked from the Phil. Veterans Bank w/ account #) |
| <input type="checkbox"/> | Photocopy of Philhealth MDR or ID |
| <input type="checkbox"/> | GSIS BP # |
| <input type="checkbox"/> | Pag-ibig MID number |
| <input type="checkbox"/> | Contact Number |
| <input type="checkbox"/> | Division Clearance (for Transferee from other division/old nationalized high school) |
| <input type="checkbox"/> | Certificate of Last Payment (for Transferee from other division/old nationalized high school) |

NOTE:

- ✓ Authenticate/Certify all photocopied documents.
- ✓ 1 copy only except for the Appointments